



CAYUCOS SANITARY DISTRICT

200 Ash Avenue / PO Box 333
Cayucos, CA 93430
(805) 995-3290

www.CayucosSanitaryDistrict.gov

BOARD OF DIRECTORS REGULAR MEETING AGENDA THURSDAY, MAY 21, 2026 AT 5:00PM 200 ASH AVE. CAYUCOS, CA 93430

1. ESTABLISH QUORUM AND CALL TO ORDER

2. PUBLIC COMMENT

At this time the public may address the Board on items other than those scheduled on this agenda that are within the jurisdiction of the Board (persons wishing to speak on any item scheduled on this agenda will be given the opportunity at the time that agenda item is being considered). When recognized by the Board President, please state your name for the record (though not required). While the Board encourages public comment, in the interest of time and to facilitate orderly conduct of the meeting, the Board reserves the right to limit individual comments to three minutes. By conditions of the Brown Act, the Board is prohibited from discussing issues not posted on this agenda, but may set items for future agendas.

3. CONSENT CALENDAR

Consent Calendar items are considered routine and therefore do not require separate discussion, however, any item may be removed from the Consent Calendar by a member of the Board of Directors for separate consideration. Individual items on the Consent Calendar are approved by the same vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

A. Meeting Minutes

1. Approval of minutes for the March 19, 2026 Board of Directors Regular Meeting [Pg. 1](#)
2. Approval of minutes for the March 26, 2026 Finance Committee Meeting [Pg. 3](#)
3. Approval of minutes for the March 27, 2026 Finance Committee Meeting [Pg. 4](#)
4. Approval of minutes for the March 26, 2026 Board of Directors Special Meeting [Pg. 5](#)

B. Financial Reports: March 2026

1. Cash, Savings, and Investment Report [Pg. 6](#)
2. Check Registers – Wells Fargo (General & CIP Checking Accounts) [Pg. 7](#)
3. Budget vs. Actual Status Report [Pg. 11](#)
4. Capital Improvement Projects Report [Pg. 12](#)

C. Financial Reports: April 2026

1. Cash, Savings, and Investment Report [Pg. 13](#)
2. Check Registers – Wells Fargo (General & CIP Checking Accounts) [Pg. 14](#)
3. Budget vs. Actual Status Report [Pg. 18](#)
4. Capital Improvement Projects Report [Pg. 19](#)
5. Quarterly Investment Report [Pg. 20](#)

4. STAFF COMMUNICATIONS AND INFORMATIONAL ITEMS

- A. District Manager's Report: March & April 2026 [Pg. 24](#)

B. Will-Serve Activity: March & April 2026

1. New Will-Serves

- 3599 Davies Ave. / Palmo / 064-407-001 / SFR Remodel
- 597 Park Ave. / Modugno / 064-081-038 / SFR Remodel
- 3419, 3421 Davies Ave. / Dunn / 064-406-004 / SFR New, ADU New
- 2725 Richard Ave. / Bayt / 064-211-042 / SFR Remodel
- 2754 Studio Dr. / Syufy / 064-255-005 / SFR New

2. Extended Will-Serves

- 2790 Richard Ave. / Hall / 064-204-063 / SFR New
- 2788 Richard Ave. / Day / 064-204-032 / SFR New
- 3165 Ocean Blvd. / Herman / 064-411-005 / SFR Remodel

3. Finaled Will-Serves

- 2790 Richard Ave. / Hall / 064-204-063 / SFR New
- 46 19th St. / Fishman / 064-233-026 / SFR Addition
- 320, 322 Cayucos Creek Rd. / Gilkey & Travioli / 064-024-019 / SFR New, ADU New
- 2725 Richard Ave. / Bayt / 064-211-042 / SFR Remodel

5. DISCUSSION AND CONSIDERATION TO SUBMIT A BALLOT FOR THE LOCAL AGENCY FORMATION COMMISSION SPECIAL DISTRICT ALTERNATE MEMBER RUNOFF ELECTION [Pg. 28](#)

6. DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2026-03 REQUESTING CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE NOVEMBER 3, 2026 GENERAL ELECTION [Pg. 33](#)

7. DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2026-04 APPROVING THE FISCAL YEAR 2026/27 CAYUCOS SANITARY DISTRICT BUDGET [Pg. 35](#)
A. OPERATING BUDGET
B. CIP BUDGET

8. DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-05 TO A) AMEND THE TITLE AND JOB DESCRIPTION FOR THE ADMINISTRATIVE ACCOUNTING MANAGER TO BUSINESS MANAGER; AND B) TO RECLASSIFY THE BUSINESS MANAGER AND ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY AS EXEMPT POSITIONS [Pg. 52](#)

9. DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS SANITARY DISTRICT RESOLUTION 2026-06 AMENDING THE DISTRICT'S SALARY SCHEDULE [Pg. 76](#)

10. DISCUSSION AND REVIEW OF THE CALPERS RETIREMENT PENSION UNFUNDED ACCRUED LIABILITY [Pg. 90](#)

**11. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
PURSUANT TO GOVERNMENT CODE SECTION 54957(b)**

Title: District Manager

12. RECONVENE TO OPEN SESSION & REPORT FROM CLOSED SESSION

13. BOARD MEMBER COMMENTS

This item provides the opportunity for Board members to make brief announcements and/or briefly report on their own activities related to District business.

14. FUTURE SCHEDULED MEETINGS

- A. June 18, 2026 – Regular Board Meeting
- B. July 16, 2026 – Regular Board Meeting
- C. August 20, 2026 – Regular Board Meeting

15. ADJOURNMENT

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The agenda, staff reports or other documentation relating to each item of business referred to on the agenda can be accessed and downloaded from the District's website at <https://www.cayucossanitarydistrict.gov/meetings>

All staff reports or other documentation relating to each item of business referred to on the agenda are also on file at the District office, available for public inspection or reproduction at cost. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disability Act. To make a request for disability-related modification or accommodation, contact the District at (805) 995-3290 as soon as possible and at least 48 hours prior to the meeting date.



CAYUCOS SANITARY DISTRICT

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GOVERNING BOARD

R. Enns, President
J. Curti, Vice-President
S. Lyon, Director
J. Smith, Director
J. Clark, Director

**BOARD OF DIRECTORS
REGULAR MEETING MINUTES
THURSDAY, MARCH 19, 2026 AT 5:00 P.M.
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00 p.m.

Directors Present: President Robert Enns, Director Shirley Lyon, and Director Justin Smith

Directors Absent: Vice-President John Curti and Director Joe Clark

Staff Present: District Manager David Athey and Administrative Services Manager/Board Secretary Amy Lessi

2. PUBLIC COMMENT

Jim Billings, resident of District 4 of the Cayucos Sanitary District voting districts, expressed interest in serving on the Board of Directors.

3. CONSENT CALENDAR

Public Comment: None

Motion: By Director Lyon to approve items on the Consent Calendar as prepared

Second: By Director Smith

Vote: 3-0 Motion passed

4. STAFF COMMUNICATIONS AND INFORMATION ITEMS

Manager Athey gave a summary of the previous month's activities. Director Lyon encouraged staff to attend tours at other treatment plants for educational purposes. Because a portion of sewer main required repair due to a culvert retaining wall footing being constructed directly over it, President Enns suggested that the party responsible for that work contribute to the costs of the resulting damages.

Public Comment: None

Item 4 was received and accepted (no Board action necessary).

5. CLOSED SESSION:

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8

Property: APN 073-092-056; Toro Creek Road

Agency Negotiator: District Manager, David Athey

Negotiating Parties: Chief Executive Officer, Cecily Majerus, and Director of Life Support Systems and Facilities, Micah Buster (The Marine Mammal Center)

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8

Property: APNs 066-331-032, -033, and -034; 160 and 180 Atascadero Road and 1700 Embarcadero, Morro Bay

Agency Negotiator: District Manager, David Athey

Negotiating Parties: City Manager, John Craig (City of Morro Bay)

Under Negotiation: Price/terms of payment

Public Comment: None

At 5:32 p.m., President Enns announced that the Board would transition to closed session.

Directors Present During Closed Session: President Enns, Director Lyon, and Director Smith

Staff Present During Closed Session: District Manager David Athey

Open Session reconvened at 5:59 p.m.

Items to report from Closed Session: None

6. BOARD MEMBER COMMENTS

None

7. FUTURE SCHEDULED MEETINGS

- April 16, 2026 – Regular Board Meeting
- May 21, 2026 – Regular Board Meeting
- June 18, 2026 – Regular Board Meeting

8. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Minutes Respectfully Submitted By:

X *Amy Lessi*

Amy Lessi
Administrative Services Manager/Board Secretary



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AGENDA ITEM:

3.A.2

GOVERNING BOARD

R. Enns, President
J. Curti, Vice-President
S. Lyon, Director
J. Smith, Director
J. Clark, Director

BOARD OF DIRECTORS FINANCE COMMITTEE MEETING MINUTES THURSDAY, MARCH 26, 2026 AT 2:00 PM 200 ASH AVENUE, CAYUCOS, CA 93430

COMMITTEE MEMBERS

R. Enns, President
J. Curti, Vice-President

1. CALL MEETING TO ORDER

President Enns called the meeting to order at 2:00 p.m.

Directors Present: Vice-President John Curti, President Robert Enns

Staff Present: District Manager David Athey and Administrative Accounting Manager Gayle Good

2. PUBLIC COMMENT

None

3. DISCUSSION AND REVIEW OF THE CALPERS UNFUNDED RETIREMENT PENSION LIABILITY WITH MUNICIPAL FINANCING ADVISOR DMITRI SEMENOV OF RIDGELINE MUNICIPAL STRATEGIES

Mr. Semenov reviewed his presentation with the committee and staff members.

Public Comment: None

Item 3 was received (no Committee action taken).

4. ADJOURNMENT

The meeting adjourned at 3:35 p.m.

Minutes Respectfully Submitted By:

X 

Gayle Good
Administrative Accounting Manager



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AGENDA ITEM:

3.A.3

GOVERNING BOARD

R. Enns, President
J. Curti, Vice-President
S. Lyon, Director
J. Smith, Director
J. Clark, Director

**BOARD OF DIRECTORS
FINANCE COMMITTEE MEETING MINUTES
FRIDAY, MARCH 27, 2026 AT 9:00 AM
200 ASH AVENUE, CAYUCOS, CA 93430**

COMMITTEE MEMBERS

R. Enns, President
J. Curti, Vice-President

1. CALL MEETING TO ORDER

President Enns called the meeting to order at 9:00 a.m.

Directors Present: Vice-President John Curti, President Robert Enns

Staff Present: District Manager David Athey and Administrative Accounting Manager Gayle Good

2. PUBLIC COMMENT

None

3. DISCUSSION AND REVIEW OF DRAFT DISTRICT FINANCIAL MODEL AND 10-YEAR FORECAST DEVELOPMENT WITH MUNICIPAL FINANCING ADVISOR DMITRI SEMENOV OF RIDGELINE MUNICIPAL STRATEGIES

Mr. Semenov reviewed his presentation with the committee and staff members.

Public Comment: None

Committee's Recommendation: Maintain reserves at the optimal recommended level.

4. ADJOURNMENT

The meeting adjourned at 10:51 a.m.

Minutes Respectfully Submitted By:

X 

Gayle Good
Administrative Accounting Manager



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AGENDA ITEM:

3.A.4

GOVERNING BOARD

R. Enns, President
J. Curti, Vice-President
S. Lyon, Director
J. Smith, Director
J. Clark, Director

**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
THURSDAY, MARCH 26, 2026 AT 5:00 P.M.
200 ASH AVENUE, CAYUCOS, CALIFORNIA 93430**

1. ESTABLISH QUORUM AND CALL TO ORDER

President Enns called the meeting to order at 5:00 p.m.

Directors Present: President Robert Enns, Vice-President John Curti, Director Shirley Lyon, Director Justin Smith, and Director Joe Clark

Staff Present: District Manager David Athey and Administrative Services Manager Amy Lessi

2. PUBLIC COMMENT ON AGENDA ITEM(S)

None

3. DISCUSSION AND CONSIDERATION TO APPROVE A PURCHASE AND SALE AGREEMENT FOR THE JOINTLY-OWNED MORRO BAY-CAYUCOS SANITARY DISTRICT WASTEWATER TREATMENT PLANT SITE AND RELATED FACILITIES (APNS: 066-031-032, 066-031-033, AND 066-031-034)

The Board discussed the agreement and asked clarifying questions of Manager Athey until a consensus was reached.

Public Comment: None

Motion: By Director **Smith** to approve the Purchase and Sale Agreement with the City of Morro Bay, authorize Board President to sign the Purchase and Sale Agreement and all related escrow documents to enable the property sale, and allow minor non-substantive changes to the Purchase and Sale Agreement subject to review by District Counsel

Second: By Director **Clark**

Vote: 5-0 Motion passed

4. ADJOURNMENT

The meeting adjourned at 5:43 p.m.

Minutes Respectfully Submitted By:

X 

Amy Lessi
Administrative Services Manager/Board Secretary



CAYUCOS SANITARY DISTRICT

Monthly Financial Report

FY 2025/2026

Cash, Savings and Investments

March 2026

Bank Accounts	Current Balance
Wells Fargo - General Checking	\$375,931
Wells Fargo - USDA	\$798,262
Petty Cash	\$175
Total	\$1,174,368

Investment Accounts	
CalTrust	\$3,736,258
US Bank	\$74,515
LAIF	\$130,065
Total	\$3,940,838

Grand Total **\$5,115,206**

MCD Wells Fargo Deposit CD (Franchise Deposit) \$25,000

Check Registers - Checks Issued March 2026

Date	Num	Name	Amount
03/05/2026	25262	AMAZON	-286.68
03/05/2026	25263	COASTAL ROLL OFF SERVICE	-2,879.30
03/05/2026	25264	MINER'S ACE HARDWARE	-825.28
03/05/2026	25265	MISSION COUNTRY DISPOSAL - WRRF	-452.37
03/05/2026	25266	MISSION UNIFORM SERVICE	-940.44
03/05/2026	25267	OPTIMIZED INVESTMENT PARTNERS, LLC	-690.47
03/05/2026	25268	QUINN COMPANY	-2,020.91
03/05/2026	25269	RIDGELINE MUNICIPAL STRATEGIES	-1,842.50
03/05/2026	25270	SPICE INTEGRATION CORP.	-6,173.79
03/05/2026	25271	STATE WATER RESOURCES CONTROL BOARD	-311.00
03/05/2026	25272	TRI-COUNTY OFFICE FURNITURE, INC.	-1,143.05
03/10/2026	25273	ARIAS, M - mileage	-7.81
03/10/2026	25274	HUNT, T - boot allowance	-250.00
03/10/2026	25275	PATHIAN ADMINISTRATORS	-253.90
03/10/2026	25276	ALPHA ELECTRICAL SERVICE, INC.	-707.50
03/10/2026	25277	AUSTIN CLEAN WATER ADVISORS, INC.	-998.00
03/10/2026	25278	CARMEL & NACCASHA, LLP	-7,675.50
03/10/2026	25279	CULLIGAN OF MORRO BAY	-93.50
03/10/2026	25280	FIRSTNET (AT&T)	-595.84
03/10/2026	25281	INDUSTRIAL SCIENTIFIC CORP.	-1,145.23
03/10/2026	25282	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-75.51
03/10/2026	25283	SPEEDY COASTAL MESSENGER, INC.	-670.00
03/10/2026	25284	STATE WATER RESOURCES CONTROL BOARD	-60.00
03/10/2026	25285	WATER SYSTEMS CONSULTING, INC.	-2,000.00
03/19/2026	25286	CALNET3	-500.73
03/19/2026	25287	BRENNTAG PACIFIC, INC.	-4,633.87
03/19/2026	25288	BREZDEN PEST CONTROL	-1,302.00
03/19/2026	25289	COUNTY OF SLO - PUBLIC WORKS DEPT.	-360.00
03/19/2026	25290	GRAINGER	-306.67
03/19/2026	25291	POOR RICHARD'S PRESS	-1,730.33
03/19/2026	25292	VIA ACTUARIAL SOLUTIONS	-2,300.00
03/19/2026	25293	CWEA	-1,450.00
03/26/2026	25296	COLLINS, J - tuition	-1,220.00
03/26/2026	25297	BUSINESS CARD	-345.31
03/26/2026	25299	BUSINESS CARD	-317.63
03/26/2026	25300	BUSINESS CARD	-96.49
03/26/2026	25301	CAYUCOS BEACH MUTUAL WATER CO. #1	-93.36
03/26/2026	25302	CAYUCOS BEACH MUTUAL WATER CO. #2	-106.72
03/26/2026	25303	ENDRESS+HAUSER, INC.	-1,665.75
03/26/2026	25305	SOCAL GAS	-81.96
03/26/2026	25306	SPICE INTEGRATION CORP.	-6,767.69
03/26/2026	25307	THE SIGN PLACE	-389.33

Date	Num	Name	Amount
03/26/2026	25308	BUSINESS CARD	-52.12
03/26/2026	25309	FIRST AMERICAN TITLE COMPANY	-500.00
03/27/2026	25294	ENNS, ROBERT	-182.10
03/27/2026	25295	LYON, SHIRLEY	-91.05
03/31/2026	25310	COASTAL COPY, INC	-50.29
03/31/2026	25311	EXXONMOBIL	-696.09
03/31/2026	25312	STAPLES ADVANTAGE	-79.14
03/31/2026	25313	USA BLUE BOOK	-462.61
03/31/2026	25314	WATER SYSTEMS CONSULTING, INC.	-4,330.25
Total Issued Checks			-\$62,210.07

Check Registers - ACH/EFT Payments March 2026

Date	Num	Name	Amount
03/02/2026	EFT005248	POSTMASTER	-705.74
03/05/2026	HLTH030526	CALPERS (HEALTH)	-20,899.59
03/05/2026	B2606110457	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-1,004.64
03/12/2026		QuickBooks Payroll Service	-27,108.12
03/13/2026	EDD031326	EDD	-2,218.34
03/13/2026	FED031326	US TREASURY	-10,092.12
03/13/2026	PERS031326	CALPERS (RETIREMENT)	-7,370.52
03/13/2026	DEF031326	CALPERS (RETIREMENT)	-2,108.00
03/14/2026	03142026	INTUIT (QUICKBOOKS)	-91.00
03/17/2026	705171	PG&E LS#1	-850.11
03/17/2026	705571	PG&E LS#2	-1,984.05
03/17/2026	705941	PG&E LS#3	-327.90
03/17/2026	711861	PG&E LS#4	-794.70
03/17/2026	712101	PG&E LS#5	-3,309.81
03/17/2026	712711	PG&E OFFICE	-484.75
03/17/2026	712941	PG&E WELL	-32.28
03/17/2026	713461	PG&E WRRF	-4,304.00
03/25/2026	365912A	ABALONE COAST ANALYTICAL, INC.	-3,086.60
03/25/2026	365912B	CHARTER INTERNET	-952.39
03/25/2026	365912C	EXECUTIVE JANITORIAL	-225.00
03/25/2026	365912D	REC SOLAR	-8,840.69
03/26/2026		QuickBooks Payroll Service	-27,616.17
03/27/2026	EDD032726	EDD	-2,272.51
03/27/2026	FED032726	US TREASURY	-10,273.62
03/27/2026	PERS032726	CALPERS (RETIREMENT)	-7,398.92
03/27/2026	DEF032726	CALPERS (RETIREMENT)	-2,108.00
03/30/2026	EFT20063445	WELLS FARGO VENDOR FIN SERV	-350.96
03/31/2026	EFT20063446	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Issued ACH			-\$146,863.11

Transfers Between Accounts March 2026

Date	Num	Description	Amount
03/10/2026		From WF General to LAIF	-130,000.00
03/13/2026		From WF General to WF USDA	-77,907.72
Total Transfers			-\$207,907.72

Budget vs. Actual March 2026

AGENDA ITEM:
3.B.3

	Current Month	YTD Actual Rev/Exp	Approved Budget 25/26	% of Budget
Ordinary Income/Expense				
Income				
Sewer Income	270,648	2,448,437	3,214,300	76%
Will Serve Income	300	19,575	88,200	22%
Rental Income	-	3,214	39,800	8%
Solid Waste Income	4,187	113,880	161,500	71%
SLOCO Tax Assessments	56,633	902,449	1,256,500	72%
Banking Interest Income	-	2,571	9,600	27%
Investment Interest	12,593	81,735	80,000	102%
Other Income	-	4,577	4,600	99%
Total Income	344,361	3,576,439	4,854,500	74%
Expenses				
Payroll Expenses				
Administrative Payroll	31,073	263,102	396,600	66%
Collections Payroll	16,554	158,281	220,700	72%
WRRF Payroll	36,641	325,528	478,100	68%
Director Payroll	700	6,550	8,000	82%
Vested Benefits	324	2,868	4,000	72%
Admin Payroll Taxes & Benefits	14,087	106,693	163,600	65%
Collections Payroll Taxes & Benefits	9,078	109,678	135,500	81%
WRRF Payroll Taxes & Benefits	12,424	131,187	216,300	61%
Director Payroll Taxes & Benefits	54	501	600	84%
Total Payroll & Benefits	120,934	1,104,387	1,623,400	68%
Operating Expenses				
Special Projects	-	-	12,500	0%
Administrative Operating Expenses	216,600	634,123	764,000	83%
Collections Operating Expenses	13,207	109,020	273,650	40%
Treatment Operating Expenses	82,891	810,953	1,738,700	47%
Total Operating Expenses	312,698	1,554,097	2,788,850	56%
Total Expenses	433,633	2,658,484	4,412,250	60%
Net Income	(89,271)	917,955	442,250	

Month 9 of 12; Target 75% of Budget

Capital Improvement Projects Budget March 2026

AGENDA ITEM:
3.B.4

	Current Month	YTD Actual Rev/Exp	Approved Budget 25/26	% of Budget
Collection Improvements				
Sewer Main Repairs	0	28,217	50,000	56%
Chaney to Lift Station 5 Main Replacement	4,330	30,084	40,000	75%
Main Admin				
IT Security Upgrades	0	30,593	30,000	102%
BigBelly Trash & Recycling Containers	0	0	50,000	0%
WRRF Improvements				
UV Bulb Replacement	0	41,943	55,000	76%
Davit & Winch for Confined Space Entry	0	10,050	10,000	101%
Backup Permeate Pump for MBR	0	62,643	65,000	96%
Portable Generator Replacement	0	0	30,000	0%
Total Capital Improvements	\$ 4,330.25	\$ 203,530.00	\$ 330,000.00	62%



CAYUCOS SANITARY DISTRICT

Monthly Financial Report

FY 2025/2026

Cash, Savings and Investments

April 2026

Bank Accounts	Current Balance
Wells Fargo - General Checking	\$397,662
Wells Fargo - USDA	\$844,219
Petty Cash	\$175
Total	\$1,242,056

Investment Accounts	
CalTrust	\$3,746,148
US Bank	\$74,666
LAIF	\$130,378
Total	\$3,951,193

Grand Total **\$5,193,248**

MCD Wells Fargo Deposit CD (Franchise Deposit) \$25,000

Check Registers - Checks Issued April 2026

Date	Num	Name	Amount
04/08/2026	25317	PATHIAN ADMINISTRATORS	-240.15
04/10/2026	25315	ENNS, ROBERT	-136.58
04/10/2026	25316	LYON, SHIRLEY A	-91.05
04/10/2026	25318	ALPHA FIRE & SECURITY ALARM CORP	-550.00
04/10/2026	25319	AMAZON - Office Supplies, Safety, Maintenance	-1,359.25
04/10/2026	25320	ASAP	-9.48
04/10/2026	25321	AUTOZONE, INC.	-40.06
04/10/2026	25322	BREZDEN PEST CONTROL	-1,280.00
04/10/2026	25323	CARMEL & NACCASHA, LLP	-8,568.00
04/10/2026	25324	COASTAL ROLL OFF SERVICE	-4,017.20
04/10/2026	25325	CULLIGAN OF MORRO BAY	-110.00
04/10/2026	25326	DEEP BLUE INTEGRATION, INC.	-195.00
04/10/2026	25327	ENDRESS+HAUSER, INC.	-4,699.71
04/10/2026	25328	FAMILY & INDUSTRIAL MEDICAL CENTER	-305.00
04/10/2026	25329	MINER'S ACE HARDWARE	-938.51
04/10/2026	25330	MISSION COUNTRY DISPOSAL - WRRF	-452.37
04/10/2026	25331	MISSION UNIFORM SERVICE	-633.10
04/10/2026	25332	MORRO ROCK MUTUAL WATER CO. UTILITY 782	-84.68
04/10/2026	25333	OPTIMIZED INVESTMENT PARTNERS, LLC	-704.98
04/10/2026	25334	POSTMASTER	-370.00
04/10/2026	25335	RIDGELINE MUNICIPAL STRATEGIES	-10,376.60
04/10/2026	25336	SPICE INTEGRATION CORP.	-3,168.00
04/10/2026	25337	WELLS FARGO VENDOR FIN SERV	-1,406.43
04/14/2026	25338	ARIAS, M. - Professional Development	-537.30
04/17/2026	25340	ALPHA FIRE & SECURITY ALARM CORP	-62.50
04/17/2026	25341	CALNET3	-501.09
04/17/2026	25342	COOK BACKFLOW SERVICES	-340.00
04/17/2026	25343	COUNTY OF SLO - EMERGENCY SERVICES	-1,250.00
04/17/2026	25344	COUNTY OF SLO - PUBLIC WORKS DEPT.	-360.00
04/17/2026	25345	CSA 10A SLO CO PW LS#3	-217.79
04/17/2026	25346	CSA 10A SLO CO PW LS#4	-217.79
04/17/2026	25347	CWEA	-129.00
04/17/2026	25348	ENDRESS+HAUSER, INC.	-1,662.40
04/17/2026	25349	EXECUTIVE JANITORIAL	-225.00
04/17/2026	25350	FIRSTNET (AT&T)	-606.64
04/20/2026	25351	JAN NORES	-98.00
04/28/2026	25352	COLLINS, J. - Tuition Reimbursement	-1,220.00
04/28/2026	25353	ALPHA FIRE & SECURITY ALARM CORP	-250.00
04/28/2026	25354	BUSINESS CARD - Meeting	-229.90
04/28/2026	25355	BUSINESS CARD - Equip Rep, Tools, Chem, Prof. Dev.	-1,391.08
04/28/2026	25356	COASTAL COPY, INC	-78.78
04/28/2026	25357	ELECTRICRAFT, INC.	-9,650.00

Date	Num	Name	Amount
04/28/2026	25358	EXXONMOBIL	-1,067.28
04/28/2026	25359	GRAINGER	-311.38
04/28/2026	25360	N. BRENT KNOWLES CONSTRUCTION	-18,144.21
04/28/2026	25361	NELSON'S GARAGE	-103.85
04/28/2026	25362	PLUMBING MUNICIPAL SEWER EQUIPMENT	-2,335.88
04/28/2026	25363	RUTAN & TUCKER, LLP	-405.00
04/28/2026	25364	SOCAL GAS	-27.57
04/28/2026	25365	SPEEDY COASTAL MESSENGER, INC.	-720.00
04/28/2026	25366	XYLEM WATER SOLUTIONS U.S.A., INC.	-5,728.00
Total Issued Checks			-\$87,606.59

Check Registers - ACH/EFT Payments April 2026

Date	Num	Name	Amount
04/01/2026	685667888	POSTMASTER	-708.08
04/05/2026	HLTH040526	CALPERS (HEALTH)	-21,103.55
04/05/2026	B2609110643	ALLIED ADMINISTRATORS FOR DELTA DENTAL	-959.37
04/09/2026		QuickBooks Payroll Service	-27,449.29
04/10/2026	PERS041026	CALPERS (RETIREMENT)	-7,398.92
04/10/2026	DEF041026	CALPERS (RETIREMENT)	-2,108.00
04/10/2026	EDD041026	EDD	-2,239.64
04/10/2026	FED041026	US TREASURY	-10,207.42
04/10/2026	EFT6684158	SIEMENS (PONTON)	-1,476.83
04/14/2026	EFT04142026	INTUIT (QUICKBOOKS)	-105.00
04/16/2026	EFT575511	PG&E LS#1	-588.48
04/16/2026	EFT576341	PG&E LS#2	-1,343.70
04/16/2026	EFT576791	PG&E LS#3	-208.88
04/16/2026	EFT577091	PG&E LS#4	-704.06
04/16/2026	EFT577821	PG&E LS#5	-3,178.70
04/16/2026	EFT581981	PG&E OFFICE	-374.07
04/16/2026	EFT582431	PG&E WRRF	-3,758.72
04/23/2026		QuickBooks Payroll Service	-26,981.23
04/24/2026	EDD042426	EDD	-2,181.43
04/24/2026	FED042426	US TREASURY	-9,951.92
04/24/2026	PERS042426	CALPERS (RETIREMENT)	-7,398.92
04/24/2026	DEF042426	CALPERS (RETIREMENT)	-2,108.00
04/27/2026	96363601	ABALONE COAST ANALYTICAL, INC.	-3,015.20
04/27/2026	96363602	CHARTER INTERNET	-952.39
04/27/2026	96393603	REC SOLAR	-13,074.92
04/27/2026	20244098	WELLS FARGO VENDOR FIN SERV	-176.96
04/30/2026	35780898	COLONIAL LIFE INSURANCE PREMIUMS	-52.58
Total Issued ACH			-\$149,806.26

Transfers Between Accounts April 2026

Date	Num	Description	Amount
04/13/2026		From WF General to WF USDA	-77,907.72
Total Transfers			-\$77,907.72

Budget vs. Actual
April 2026

AGENDA ITEM:

3.C.3

	Current Month	YTD Actual Rev/Exp	Approved Budget 25/26	% of Budget
Ordinary Income/Expense				
Income				
Sewer Income	267,426	2,715,863	3,214,300	84%
Will Serve Income	675	20,250	88,200	23%
Rental Income	-	3,214	39,800	8%
Solid Waste Income	24,060	137,941	161,500	85%
SLOCO Tax Assessments	44,751	947,200	1,256,500	75%
Banking Interest Income	353	2,925	9,600	30%
Investment Interest	12,002	93,737	80,000	117%
Other Income	-	4,577	4,600	99%
Total Income	349,267	3,925,706	4,854,500	81%
Expenses				
Payroll Expenses				
Administrative Payroll	31,073	294,175	396,600	74%
Collections Payroll	16,554	174,835	220,700	79%
WRRF Payroll	36,182	361,710	478,100	76%
Director Payroll	600	7,150	8,000	89%
Vested Benefits	324	3,192	4,000	80%
Admin Payroll Taxes & Benefits	12,185	118,877	163,600	73%
Collections Payroll Taxes & Benefits	9,015	118,693	135,500	88%
WRRF Payroll Taxes & Benefits	14,513	145,700	216,300	67%
Director Payroll Taxes & Benefits	46	547	600	91%
Total Payroll & Benefits	120,492	1,224,879	1,623,400	75%
Operating Expenses				
Special Projects	-	-	12,500	0%
Administrative Operating Expenses	22,034	656,653	764,000	86%
Collections Operating Expenses	20,744	129,764	273,650	47%
Treatment Operating Expenses	90,999	903,071	1,738,700	52%
Total Operating Expenses	133,776	1,689,489	2,788,850	61%
Total Expenses	254,269	2,914,368	4,412,250	66%
Net Income	94,999	1,011,339	442,250	

Month 10 of 12; Target 83% of Budget

Capital Improvement Projects Budget April 2026

AGENDA ITEM:

3.C.4

	Current Month	YTD Actual Rev/Exp	Approved Budget 25/26	% of Budget
Collection Improvements				
Sewer Main Repairs	18,144	46,361	50,000	93%
Chaney to Lift Station 5 Main Replacement	0	30,084	40,000	75%
Main Admin				
IT Security Upgrades	0	30,593	30,000	102%
BigBelly Trash & Recycling Containers	0	0	50,000	0%
WRRF Improvements				
UV Bulb Replacement	5,728	47,671	55,000	87%
Davit & Winch for Confined Space Entry	0	10,050	10,000	101%
Backup Permeate Pump for MBR	0	62,643	65,000	96%
Portable Generator Replacement	0	0	30,000	0%
Total Capital Improvements	\$ 23,872.21	\$ 227,402.21	\$ 330,000.00	69%



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: DAVID ATHEY, DISTRICT MANAGER
DATE: MAY 21, 2026
SUBJECT: INVESTMENT REPORT FOR THE QUARTER ENDED
MARCH 31, 2026

BACKGROUND

1. The Optimized Investment Partner's Quarterly Report of Investments as of March 31, 2026, was provided to the District for Board Review.
2. District staff hired Optimized Investment Partners in September 2025 to help improve the investment returns for the District and to ensure compliance with California Government Code by ensuring safety of principal and sufficient liquidity for operations.
3. Ongoing portfolio management activity will continue to be performed in partnership with Optimized Investment Partners, the Administrative Accounting Manager, and the District Manager.

ANALYSIS

The total cash and investment portfolio book value (cost) held by the District as of March 31, 2026 was \$5,134,204.

The cash and investments held by the District include the following components: Managed Investment Portfolio (\$74,528), CalTrust Medium Term Fund (\$3,736,258), State of CA Local Agency Investment Fund (\$130,065), Cash/Time Deposits (\$1,193,201), and accrued interest on investments (\$151). Earned interest is the interest earned on investments over a specific time period, accrued interest is the interest that an investment has earned, but hasn't yet been received, and paid interest is the interest that has already been received as payment.

Cash and investments held by the District and the trustees continue to be invested in accordance with Government Code and District Investment Policy.

During the quarter, no investments matured and no new investments were purchased.

Two-year Treasuries were yielding 3.47% at the beginning of the quarter and at 3.79% at the end of the quarter, which was a increase of 32 basis points for the quarter.

As of March 31, 2026, the Weighted Yield to Maturity on the Managed Investment Portfolio was 5.94%.

At the end of this quarter, the Weighted Average Maturity of the Managed Investment Portfolio was 5.31 years.

The Federal Open Market Committee (FOMC) meets approximately every six weeks and determines the level of the Federal Funds Rate. At the March 18th meeting, the Committee decided to maintain the target range for the federal funds rate to 3-1/2 to 3-3/4 percent.

Summary from the March 18th FOMC Meeting:

“Available indicators suggest that economic activity has been expanding at a solid pace. Job gains have remained low, and the unemployment rate has been little changed in recent months. Inflation remains somewhat elevated.

The Committee seeks to achieve maximum employment and inflation at the rate of 2 percent over the longer run. Uncertainty about the economic outlook remains elevated. The implications of developments in the Middle East for the U.S. economy are uncertain. The Committee is attentive to the risks to both sides of its dual mandate.

In support of its goals, the Committee decided to maintain the target range for the federal funds rate at 3-1/2 to 3-3/4 percent. In considering the extent and timing of additional adjustments to the target range for the federal funds rate, the Committee will carefully assess incoming data, the evolving outlook, and the balance of risks. The Committee is strongly committed to supporting maximum employment and returning inflation to its 2 percent objective.

In assessing the appropriate stance of monetary policy, the Committee will continue to monitor the implications of incoming information for the economic outlook. The Committee would be prepared to adjust the stance of monetary policy as appropriate if risks emerge that could impede the attainment of the Committee’s goals. The Committee’s assessments will take into account a wide range of information, including readings on labor market conditions, inflation pressures and inflation expectations, and financial and international developments.”

FISCAL IMPACT

No impact as this is an informational item.

CEQA

Staff finds that this action is not a project under the California Environmental Quality Act pursuant to State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

RECOMMENDATION

Receive and file report.

ATTACHMENTS

1. Summary of Cash and Investments as of March 31, 2026
2. Portfolio Summary and Key Statistics for the Quarter Ended March 31, 2026.

Cayucos Sanitary District
Summary of Cash and Investments for the Quarter Ended March 31, 2026

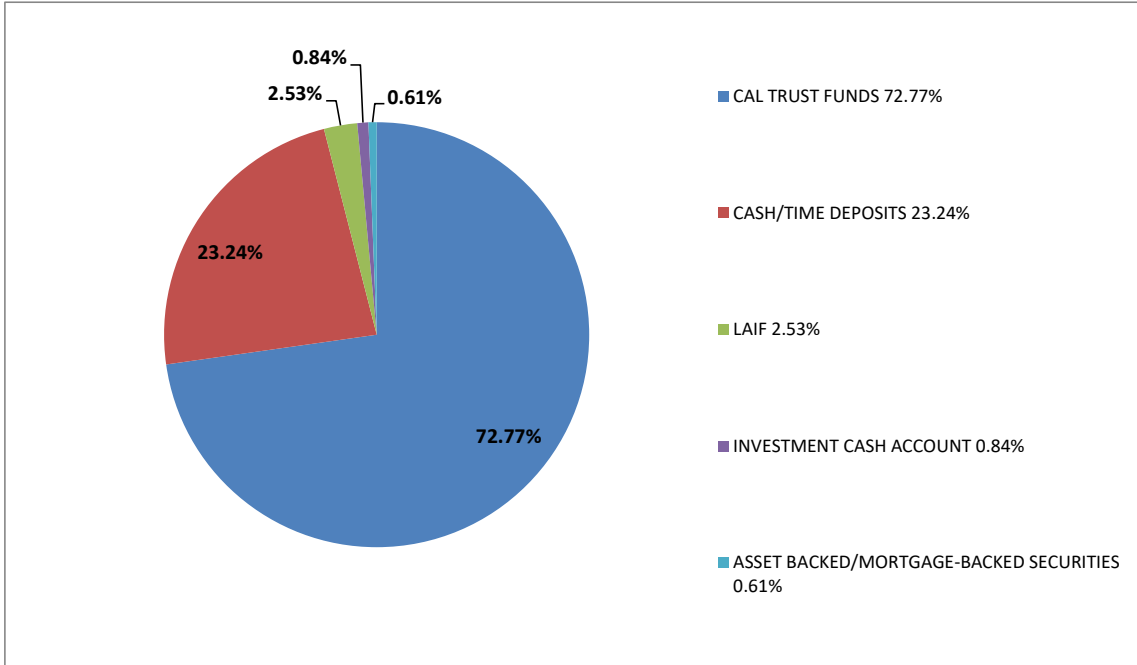
Portfolio Assets	Par Value (1)	Market Value (2)	Book Value (3)	% of Portfolio
Cash & Investments Held by District				
Investment Portfolio				
Managed Investments				
U.S. Bank Custodial Cash Account	\$ 43,354	\$ 43,354	\$ 43,354	0.84%
Asset Backed/Mortgage-Backed Securities	30,579	31,161	31,174	0.61%
Managed Investments Subtotal	\$ 73,933	\$ 74,515	\$74,528	1.45%
Pooled Investments				
Cal Trust Funds	3,736,258	3,736,258	\$3,736,258	72.77%
State of CA Local Agency Investment Fund	130,065	130,065	\$130,065	2.53%
Pooled Investments Subtotal	\$ 3,866,323	\$ 3,866,323	\$3,866,323	75.31%
Investment Portfolio Subtotal	\$ 3,940,256	\$ 3,940,838	\$3,940,851	76.76%
Cash/Time Deposits	\$ 1,193,201	\$ 1,193,201	\$1,193,201	23.24%
Funds Available for Investment	\$ 5,133,458	\$ 5,134,040	\$5,134,053	100.00%
Accrued Interest	\$ 151	\$ 151	\$151	
Total Cash & Investments Held by District	\$ 5,133,609	\$ 5,134,191	\$5,134,204	

Notes:

1. Par value is the principal amount of the investment on maturity.
2. Market values contained herein are received from sources we believe are reliable; however, we do not guarantee their accuracy.
3. Book value is par value of the security plus or minus any premium or discount on the security.

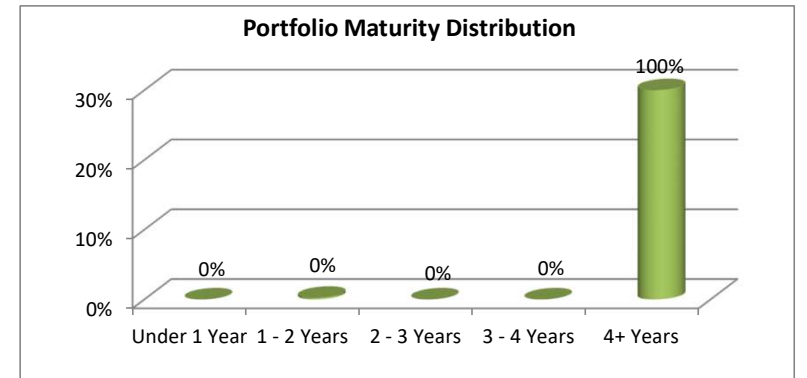
**Cayucos Sanitary District
Investment Report for the Quarter Ended March 31, 2026**

Investment Portfolio Summary and Key Statistics



Portfolio Key Statistics	
PAR Value	\$3,940,256
Book Value (COST)	\$3,940,851
Market Value	\$3,940,838
Weighted Average Maturity (in years)	5.31
Weighted Yield to Maturity*	5.94%

*Note: Cash/time deposits not included in WYTM and WAM



Excludes Pooled Investments and U.S. Bank Custodial Cash Account

U.S. Treasury Yields - Quarterly Comparison

Maturity	Mar 2026	Dec 2025	Change
3-Month	3.70%	3.67%	0.03%
1-Year	3.68%	3.48%	0.20%
2-Year	3.79%	3.47%	0.32%
3-Year	3.81%	3.55%	0.26%
5-Year	3.92%	3.73%	0.19%
10-Year	4.30%	4.18%	0.12%

2-Year U.S. Treasury Yield - Historical Data

Mar 2026	Mar 2025	Mar 2024	Mar 2023
3.79%	3.89%	4.59%	4.06%

Portfolio Maturity	PAR Maturing	% Maturing
Under 1 Year	\$ -	0%
1 - 2 Years	\$ 75	0%
2 - 3 Years	\$ -	0%
3 - 4 Years	\$ -	0%
4+ Years	\$ 31,825	100%
Total	\$ 31,900	100%

Interest Earnings	FY 24-25	FY 25-26	Change
Jan	\$ -	\$ 11,415	\$ 11,415
Feb	\$ -	\$ 11,520	\$ 11,520
Mar	\$ -	\$ 12,703	\$ 12,703
Total for Quarter	\$ -	\$ 35,639	\$ 35,639

Note: Interest Earnings figures do not include capital gains or losses



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: MAY 21, 2026

SUBJECT: MONTHLY MANAGER'S REPORT: MARCH & APRIL 2026

ADMINISTRATIVE

This month's Manager's Report includes an update for both March and April.

- The District Manager met with Integrated Waste Management Authority (IWMA) Executive Director Coby Skye on March 5th to discuss the relocation of the Morro Bay Household Hazardous Waste Collection Facility. Mr. Skye was seeking feedback from the District on potential use of the WRRF property. It was decided that the WRRF property is not a good option because of traffic and access concerns.
- The District Manager attended the IWMA Technical Support Group meeting on March 9th.
- The District Manager hosted Wastewater Treatment Plant staff from the City of Paso Robles on March 13th. The Paso Robles City staff toured the Water Resource Recovery facility.
- District staff participated in a Team Building and Communication interactive seminar on March 24. The interactive seminar touched on topics surrounding understanding personality, communication, and a shared understanding of staff's shared history to build stronger teamwork skills.
- The District Manager was interviewed by KSBY television on March 25. KSBY was looking for information regarding the Board's anticipated vote on the Morro Bay WWTP property sale.
- The District Manager and Administrative Accounting Manager met with the Finance Committee to discuss use of Reserve funding, the CalPERS unfunded liability, and a District financial model on March 26th and 27th. The Finance Committee provided staff with input regarding reserve contingency amounts that would be incorporated into a future Reserve policy.
- The District Manager attended a California Special District Association training on A.I., *Opportunities and Risks for Special District's*, on March 31st. The training went through what A.I. is, how A.I. can be used in Special District, and risks that A.I. poses to Special Districts.
- The District Manager attended the IWMA Rowing Meeting to discuss organic waste challenges throughout the County. The IWMA is looking at ways to reduce potential fines for contaminated organic waste that Agencies are required to levy on non-compliant businesses.

CAPITAL PROJECTS

March

- The District manager met with WSC on March 27th to discuss the Chaney to Toro pipeline replacement project. Topics of discussion included District staff and Caltrans requested design changes.

April

- The District Manager met with WSC on April 1st to discuss design changes to the Chaney to Toro plans. Topics of discussion included correct manhole sizing for a 36-inch pipe and connection design options to the existing live lines near Chaney.
- The Big Belly Trash Containers and wraps were ordered on April 30. Staff anticipates the new trash cans will be delivered by the end of June. These new cans will replace existing cans on Ocean Front and North Ocean Avenue.
- The Torro To Chaney Plans were resubmitted to Caltrans on April 29th. Caltrans is currently reviewing the plans. Staff anticipates that this will be the last review as there were only two comments on the last review.

OPERATIONS & MAINTENANCE: MARCH & APRIL 2026

CIP: None

Daily Operations of Note:

- Pump down, scrape, and bleach wet wells; clean probes and test generators
- Conduct weekly alarm testing at all lift stations
- Jet 9,800 feet of main lines
- Performed CCTV inspections of main lines, looking for damaged areas to prioritize for repairs, both short and long term
- Participated in Vector Training Solutions for SDRMA
- Attended CWEA seminar and Spill Response Training at City of SLO
- Respond to 72 USAs
- Painted all pipes and valves at Lift Station Five, multiple coats
- Helped facilitate preventative maintenance of electrical systems at all lift stations
- Found issues during electrical preventative maintenance and repaired
- Obtained multiple quotes to change the fire alarm system to a cellular connection to improve connection issues
- Landscaping and weed killing at all lift stations and the shop
- Provided maps of our system to Socal Gas before Toro Creek bridge repair
- Continued work transferring jetting notes to Diamond Maps to make notetaking and referencing notes much easier in the field
- Site meeting with Flygt to discuss quotes for backup pumps and potential to trade in old pumps that have been in storage for years
- Had Alpha Electric install a new device to use cellular connection for fire alarm system at the shop
- Compiled prioritized list of main repairs from CCTV footage and jetting notes to help reduce roots, inflow, and infiltration
- Compiled list of manhole lids to repair and/or replace with new hinged style
- Had the outdoor shop lights replaced by Electricraft

Call Outs:

- April 8, 3:04 am: SCADA text for a communication fail at Lift Station 5, TH

WATER RESOURCE RECOVERY FACILITY: MARCH 2026

Daily Operations of Note:

- Completed all quarterly, monthly, weekly, and daily maintenance tasks
- Exercised generator and fire pump
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- Continued weed abatement activities throughout the month
- March 4: Outlet on light pole at Equalization Basin damaged – tagged out of service
- March 5: Force Main Flush
- March 6: Two short power outages, one longer outage – reset OK
- March 10: Noticed no production from Fine Screens – found and cleared blockage
- March 10: Brenntag delivered 700 gallons of sodium hypochlorite and 2 drums of citric acid
- March 10: Begin MOS 1 Acid Clean in Place
- March 11: Begin MOS 1 Hypochlorite Clean in Place
- March 12: MOS 1 put in Storage in Place mode (offline)
- March 13: Tour of plant by City of Paso Robles employees
- March 16: Broaden here to set up rodent trapping
- March 17: Fixed outlet on light pole at EQ Basin
- March 18: Stopped feeding SmartBOD at night
- March 18: Leak discovered on MOS 2 turbidimeter supply line
- March 19: Force Main Flush
- March 20: Leak on MOS 2 turbidimeter line fixed
- March 26: SPICE installed VOIP Gateway to enable phone-based alarm system for plant
- March 27: EQPS Flow Meter fixed
- March 30: Installed new windsock on RW tank
- March 31: Fixed sodium hypochlorite injection quill

Call Outs:

- March 6, 5:12 pm: Power outage with many alarms, reset OK, SH
- March 15, 11:04, 11:06 am: Fine Screen 1 & 2 High-High Alarms, JC
- March 22, 10:41: Fine Screen 1 & 2 High Alarms, MA

WRRF Influent

- Highest flow day March 29: **270,691 gallons**
- Average influent for March: **232,457 gallons per day**
- Total influent for March: **7.21 million gallons**

WRRF Effluent

- Highest flow day March 21: **293,624 gallons**
- Average effluent for March: **252,384 gallons per day**
- Total effluent for March: **7.82 million gallons**
- Average recycled water use (in-plant): **58,700 gallons per day**

WATER RESOURCE RECOVERY FACILITY: APRIL 2026

Daily Operations of Note:

- Completed all quarterly, monthly, weekly, and daily maintenance tasks
- Exercised generator and fire pump
- Calibrated on-line meters
- Checked eyewash stations and fire extinguishers
- Completed all daily and weekly lab tests
- Completed all Monthly Reports
- Continued weed abatement activities throughout the month
- April 1: Took biosolids samples for required **26** annual testing

- April 1: Rodent exclusion door sweeps installed on all doors of the Administration Building, plus interior switch room door and main door of Maintenance Building
- April 2: Force Main Flush
- April 7-April 10: Manuel Arias attended California Water Environment Association Annual Conference in Sacramento
- April 7: Accessed all CPUs to change settings on Allen-Bradley PLCs to increase security (per SPICE Integration)
- April 9: Alpha Electric fixed photocell for outdoor lighting on Dewatering Building
- April 14: Started Acid Clean in Place on MOS #2
- April 15: Diverted influent to EQ Basin to work on recirculation valve for MOS #2
- April 16: Started Hypo Clean in Place for MOS #2
- April 16: Rebuilt automatic drain valve on air dryer in MBR Building
- April 22: Force Main Flush
- April 22: Modified High-High Float at fine screens to reduce nuisance callouts
- April 23: Changed all lamps in UV Reactor #1, reset hours to zero
- April 27: Found one wheel on Fine Screen #1 not contacting and needing to be replaced

Call Outs:

- April 4, 10:47am, 10:50am: Fine Screen 1 & 2 High-High Alarms, JC
- April 5, 12:10pm: Aeration Tank B Low DO, JC
- April 7, 4:44-4:58pm, multiple CP Intrusion Alarms, JC

WRRF Influent

- Highest flow day April 21: **334,656 gallons**
- Average influent for April: **237,746 gallons per day**
- Total influent for April: **7.13 million gallons**

WRRF Effluent

- Highest flow day April 21: **358,472 gallons**
- Average effluent for April: **256,375 gallons per day**
- Total effluent for April: **7.69 million gallons**
- Average recycled water use (in-plant): **58,200 gallons per day**



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

5

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: MAY 21, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO SUBMIT A BALLOT FOR THE LOCAL AGENCY FORMATION COMMISSION SPECIAL DISTRICT ALTERNATE MEMBER RUNOFF ELECTION

BACKGROUND

The Local Agency Formation Commission (LAFCO) is holding a Runoff Special Election for Special District Alternative Member. See Attachment 1 for background, instructions, and candidate information for the Special Election.

FISCAL IMPACT

There is no fiscal impact associated with this item.

CEQA

Staff finds that this action is not a project under the California Environmental Quality Act pursuant to State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

RECOMMENDATION

Staff recommends that the District Board determine which of the two candidates it supports and vote to endorse the candidate and direct staff to submit the LAFCO ballot on the Board's behalf.

ATTACHMENTS

LAFCO Runoff for Alternate Special District Member memo.



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

COMMISSIONERS

Chairperson
HEATHER MORENO
County Member

Vice-Chair
DAVID WATSON
Public Member

DAWN ORTIZ-LEGG
County Member

ED WAAGE
City Member

STEVE GREGORY
City Member

ED EBY
Special District Member

NAVID FARDANESH
Special District Member

ALTERNATES

BRUCE GIBSON
County Member

CARLA WIXOM
City Member

VACANT
Special District Member

MICHAEL DRAZE
Public Member

STAFF

ROB FITZROY
Executive Officer

IMELDA MARQUEZ-VAWTER
Senior Analyst

MORGAN BING
Analyst

MELISSA MORRIS
Commission Clerk

HOLLY WHATLEY
Legal Counsel

TO: SPECIAL DISTRICTS

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: MARCH 30, 2026

RE: RUNOFF FOR ALTERNATE SPECIAL DISTRICT MEMBER

Background. The election period for the Alternate Special District seat on LAFCO ran from September 2, 2025, to November 3, 2025. State regulations require a quorum for the election to be valid. A quorum (at least 18 votes from any district) was not received, and an extension was required. At the conclusion of the extension period that ran from November 6, 2025, to January 5, 2026, there was still no quorum. As allowed by state law, if no quorum is reached at the end of the first extension period, we may tally the votes to determine a candidate. However, the extension period resulted in a tie. Since we were unable to break the tie, we will be required to narrow the field to the top two candidates and hold a runoff election. **Important: Even if your district previously submitted a ballot, your district will need to resubmit a new one for this runoff election so that we may achieve a quorum.** The candidates are as follows, with resumes and statements of interest attached:

- Owen Davis, San Miguel Community Services District
- John Joyce, Nipomo Community Services District

Instructions and Details. Each district may submit one ballot for one of the nominees listed above. See the attached ballot for your use. **BALLOTS ARE DUE MAY 29, 2026, by 5PM.** If your District wishes to submit a ballot, please place this item on an agenda at a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board as the representative of your district, you may submit a ballot on behalf of your district.

The completed ballot forms may be submitted to the LAFCO office via mail or e-mail: mmorris@slo.lafco.ca.gov. Please make sure the form is signed by the Board President or General Manager.

Thank you, and please contact me with any questions.

Attachments: Ballot

cc: Holly Whatley, LAFCO Legal Counsel



**San Luis Obispo
Local Agency Formation Commission**

1042 Pacific Street, Suite A, San Luis Obispo, CA 93401
Tel: (805) 781-5795 | rfitzroy@slo.lafco.ca.gov

**BALLOT FOR LAFCO
SPECIAL DISTRICT ALTERNATE MEMBER ELECTION
FOR SEAT TERM THROUGH DECEMBER 2030**

The _____ (Insert Name of Special District), hereby selects the following individual for the Special District Alternate Member seat term through December 2030 on the San Luis Obispo Local Agency Formation Commission (choose one):

- Owen Davis, San Miguel Community Services District
- John Joyce, Nipomo Community Services District

The Board of Directors' action was taken on an agenda item on:

Owen Davis

Nominee for LAFCO Special District Member



Statement of Interest and Background

I am very interested in gaining a seat on LAFCO Special District. I feel I could add very much with my vast experience in agriculture, irrigation, design, building and farm management.

I served in the US Army from December 1963 to December 1966 and in Korea as a tanker from June 1964 to July 1965.

I have been a Director on the San Miguel CSD Board from December 2022 to current. My goal has been to control what I feel is unnecessary and out of control spending of the people of San Miguel's money.

Thank you,

A handwritten signature in blue ink that reads "Owen Davis". The signature is written in a cursive, flowing style.

Owen Davis
PO BOX 391
San Miguel, CA 93451
(805) 674-5429

owen.davis@sanmiguelcsd.org

John Joyce, Director

Director Joyce earned a Bachelor of Science degree in Environmental Engineering from Purdue University and earned several post-graduate certificates from UCLA and the IEEE. He was employed with the Indiana Department of Water Resources as the State Lake Inspector and promoted to Water Resource Manager. After moving to California, he worked for Glendale Water and Power for two years. Next came 32 years of varied experience with Burbank Water and Power as a Commercial Utility Auditor, Planning Engineer, Rate Manager and Senior Key Account Manager before retirement.

He has expertise in managing complex projects, fostering engagement, a strong commitment to environmental stewardship and ensuring sustainable development. This background makes him well suited for the important decisions and needed staff direction made by the Nipomo Community Service District while striving to preserve Nipomo's rural charm, water quality and reliability.



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

6

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: MAY 21, 2026

**SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS
SANITARY DISTRICT RESOLUTION 2026-03 REQUESTING
CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE
NOVEMBER 3, 2026 GENERAL ELECTION**

BACKGROUND

1. There are four Board seats that will be available during the November General Election.
2. District seats 1,2,3, and 4 will be open this November.
3. District staff is proposing to consolidate the District Board Member's election with the fall General election.
4. The benefit of consolidation allows the District to save on election ballot printing, notification mailings and vote tabulation costs.
5. The District also requires the candidates to pay for their own printing and handling of their own statement of qualifications.

FISCAL IMPACT

Estimated Election Fees for 2026: **\$7,500.**

CEQA

Staff finds that this action is not a project under the California Environmental Quality Act pursuant to State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

RECOMMENDATION

Staff recommends that the Board of Directors adopt Resolution 2026-03 requesting consolidation of the District's biennial election with the November 3, 2026 general election.

ATTACHMENTS

Resolution 2026-03 – Requesting Consolidation of its Biennial Election with the November 3, 2026 Consolidated General Election.

RESOLUTION 2026-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT REQUESTING CONSOLIDATION OF ITS BIENNIAL ELECTION WITH THE NOVEMBER 3, 2026 CONSOLIDATED GENERAL ELECTION

WHEREAS, pursuant to Elections Code Section 10500 et seq, an election is to be conducted on **November 3, 2026** to fill offices on the Cayucos Sanitary District (“CSD”) Board of Directors; and

WHEREAS, pursuant to Elections Code §10555, said election may be consolidated with any other election, pursuant to Elections Code Section 10400 et seq.; and

WHEREAS, the CSD Board of Directors has determined that, based on cost and other factors, it should request that the San Luis Obispo County Board of Supervisors consolidate the CSD’s General District Election with any other election that may be held on the same day.

NOW, THEREFORE, the Board of Directors of CSD **DOES HEREBY RESOLVE, DETERMINE AND ORDER:**

Section 1. The Board of Supervisors of San Luis Obispo County is hereby requested to consolidate the General District Election of the CSD to be held on **November 3, 2026**, with all other San Luis Obispo County elections held on the same date. This request is made pursuant to Sections 10555 and 10400, et seq. of the California Elections Code.

Section 2. The Board of Directors agrees to reimburse the County of San Luis Obispo in full for the services performed relating to this election upon presentation of a bill to CSD.

Section 3. The offices to be voted on are two (3) full-term positions and one (1) short-term position on the Board of Directors.

On motion of Director _____, seconded by Director _____

The foregoing Resolution is hereby ADOPTED, SIGNED AND APPROVED at a meeting of said Board held on this 21st day of May, 2026, by the following vote, to wit:

- AYES:
- NAYS:
- ABSENT:
- ABSTAINING:

David M. Athey, District Manager
Cayucos Sanitary District

Robert B. Enns, President
Cayucos Sanitary District



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: MAY 21, 2026

SUBJECT: DISCUSSION AND CONSIDERATION TO APPROVE THE DRAFT FISCAL YEAR 2026/27 CAYUCOS SANITARY DISTRICT OPERATING BUDGET & CIP BUDGET

BACKGROUND

District staff have prepared the draft Fiscal Year 2026-2027 (FY26/27) Annual Budgets for Operations and Capital Improvement Projects (CIP). The draft FY26/27 Operating and CIP Budgets were presented to the Budget Committee on May 7, 2026 for review and input. The Budget committee was unable to give direction to staff or make a budget recommendation to the full Board because a quorum of members was not present.

The draft FY26/27 Operating Budget was developed to ensure the proposed expenditures are not under- or over-budgeted. Staff used actual current year expenditures and anticipated increases where available. An example of an anticipated increase is the annual escalation of health care costs experienced by the District. The draft FY26/27 Operating Budget maintains existing service levels while minimizing budget increases to the extent practical.

The draft FY26/27 CIP budget was developed to prioritize projects, studies, and equipment purchases that will reduce ongoing workload, offer operational efficiencies, enhance safety, and position the District for continued fiscal success. For example, collections projects were prioritized to reduce ongoing maintenance activities in areas with re-occurring maintenance such as main repairs in areas where line cleaning is frequently needed to deal with root intrusion or grease buildup. This will enable the District to free up staff time and resources to work on other higher priority collection system tasks.

The District has adequate resources available for the continuing operations, proposed expenditures, and loan obligations based upon projected revenues and anticipated expenditures. Inflationary effects and staffing needs have been carefully considered to carry out the District's budgetary goals and objectives. A Budget Comparison Summary is included in Attachment 1, and a Detailed Budget Summary is included in Attachment 2. The draft FY/2026-2027 Budgets at a Glance is shown below in Table 1.

Table 1 - 2026-2027 Draft Budgets at a Glance:

Category	2026-2027 (No Cola, Standby Pay Increase, or Salary Adjustments)	2026-2027 (includes COLA, Standby Pay increases, and Salary Adjustment funding)	2025-2026 (Included COLA)
Projected Income	\$4,957,300	\$4,957,300	\$4,854,500
Projected Expenses	\$4,307,300	\$4,392,800	\$4,412,250
Capital Improvement Costs	\$480,000	\$480,000	\$330,000
Net Revenue	\$120,000	\$34,500	\$112,250

ANALYSIS

Revenue Projections

Sewer Income: Sewer income remains steady and sufficient and will increase slightly by 0.6%.

Will-Serve Income: Projections for local construction projects remain the same.

Rental Income: Rental income is expected to drop significantly should the sale of the Morro Bay WWTP site be completed. The remaining rental income will come from the Duke Energy Solar Field lease. Rental income will drop to just \$3,600 per year.

Solid Waste Income: Franchisee’s increased rates will modestly increase our income by about 5%.

Property Tax: The County projections indicate that the District’s share of property tax will increase by approximately 9% next fiscal year. This is mainly due to home sales and remodeling activities.

Interest Income: Interest income is expected to increase slightly in the coming year based on the District’s managed investment portfolio. A modest increase in investment income of 12.5% is expected based on the portfolio’s year-to-date return.

One-Time Income: It is expected that the sale of the Morro Bay property will bring a one-time income of 3.8 million to the District in FY26/27. This anticipated income is not included in the draft Annual Budget. Staff will be returning to the Board for direction later in the year on how to treat this income.

Expense Projections

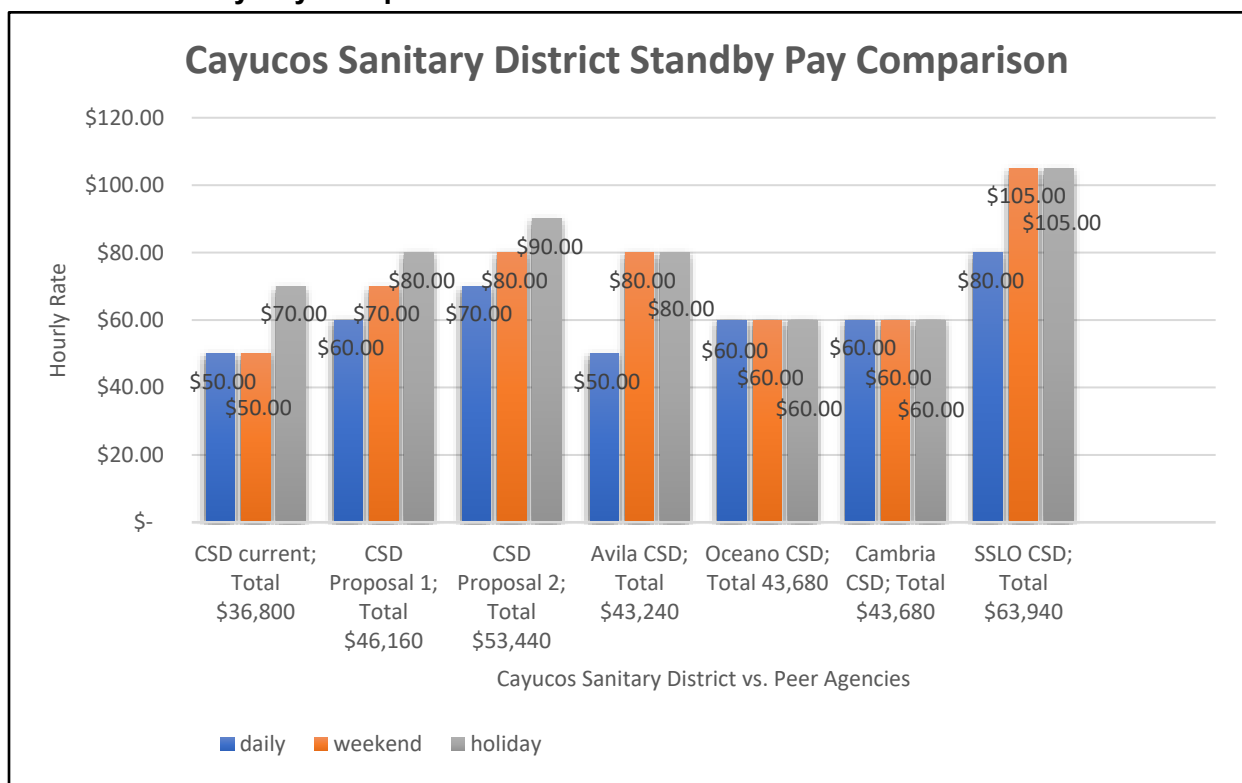
Payroll:

Cost of Living Adjustment (COLA) - Staff is proposing including funding for a 3% COLA. As part of our annual salary review, a comparison was made between the Consumer Price Index (CPI), Social Security Cost of Living Allowance (Allowance) increases and District COLA history. During the period covering 2020-2026, CPI increased 27.15%, Social Security Allowance increased 26.0% and CSD COLA increased 24%. The Board has maintained wages just under the CPI over the last five years. Staff recommends that the Board continue to maintain a competitive salary base by keeping up with inflation. The Draft FY26/27 budget includes the proposed 3% COLA funding. Staff prepared a separate table in Attachment 3 showing the impact of 3% and 5%, as

well as a flat rate for all employees for comparison purposes. A 3% COLA will increase District labor costs by approximately \$32,917 next fiscal year. Agenda Item 9 addresses the approval of the proposed 3% COLA.

Proposed Standby Pay Adjustment- Staff is proposing to include funding to raise the current standby pay daily reimbursement to maintain staff pay competitiveness. A survey of the District's peer agencies (Chart 1, below) determined that the District's standby pay is on average lower than the four area Districts surveyed. The District pays a lump sum for being on call after hours during the week (\$50), weekend (\$50), and holidays (\$70). This District's next-nearest peer agency pays approximately \$10 per weekday more than the District. Therefore, staff recommends that the standby pay rate be adjusted to be slightly more competitive than our peer agencies by raising standby pay to weekday (\$60), weekend (\$70), and holiday (\$80). The proposed standby pay increase will increase District labor costs by approximately \$9,360 next fiscal year. Agenda Item 9 addresses the approval of the proposed Standby Pay Adjustment.

Chart 1 – Standby Pay Comparison



Salary Adjustments – Staff is also proposing to include funding to address wage competitiveness of operations positions. Wage disparities between the District and peer agencies present a potential staffing challenge as it is more difficult to recruit candidates during vacancies. Wage disparities also make positions at other agencies more enticing. Lastly, as property and rentals become more expensive within the ½ hour on-call response radius, uncompetitive wages makes it difficult to recruit and retain quality staff.

A compensation comparison was conducted to determine salary competitiveness for Collections and Operations positions. Staff evaluated positions and pay at local peer agencies for similar duties and responsibilities. Wages for the Lead Collection Worker position are below the median pay of the CSD peer agencies. Therefore, staff is proposing to adjust the wages of the Lead Collection Worker Classification to be competitive with median wage of the District's peer agencies. This will ensure that the District's wages remain competitive with peer agencies and

the local economy. The proposed hourly Collection Worker wages are shown in Attachment 4 and include the proposed 3% COLA. It should be noted that while the entire table was adjusted for a 3% COLA and re-aligned according to the peer review, the only current employee impacted by an additional wage increase is the Lead Collection Worker. The proposed salary adjustment will cost the District approximately \$11,440 next fiscal year including the 3% COLA.

Lastly, additional funding for a salary adjustment for the District's Administrative Accounting Manager is included in the draft FY2026/2027 budget. The wages of the District Administrative Accounting Manager are proposed to be aligned with the wages of the Administrative Services Manager/Board Secretary. Both positions perform work that is complex in nature, varied, requires a high level of skill and District knowledge, and has an equal level of professional responsibility.

In addition, Administrative Accounting Manager job responsibilities have increased over the last few years because of increased financial duties related to Governmental Accounting Standards Board reporting, increased payroll and benefit coordination, additional human resources responsibilities, and tracking and management of the District's USDA Loan. Lastly, the Administrative Accounting Manager will also be involved with management of the District's investments once that strategy is finalized with OIP later this year. The proposed Administrative Accounting Manager wage adjustment will increase District labor costs by approximately \$10,213 next Fiscal Year including the 3% COLA if it is adopted.

Operating Expenses:

Administration: Expenses are anticipated to decrease by approximately 4.75%. This is the second year Administration expenses will decrease. Notable changes include:

- There is a 75% decrease in the "Professional Services – Other" line item as the line item was increased for a special project in 2025.
- A new \$10,000 supplemental grant is proposed for the District to provide extra waste containers and waste services for special community events. This line item will utilize Solid Waste Franchise Fees paid to the District.
- A new \$5,000 expense for the Mutt Mitt program is proposed. This line item will utilize Solid Waste Franchise Fees paid to the District.
- The "Professional Services – Accounting" line item is increasing by \$7,500 because of a new three-year contract with the District's auditor.

Collections: Overall expenses are projected to increase by 2.7%. The increase is due to the following:

- Utilities are projected to increase, with PGE leading the increase.
- Fuel prices have increased and are expected to remain elevated for some time.

WRRF: Repairs, equipment replacement and proactive maintenance along with annual increases in permits and services are all expected to increase. The overall category is higher than last year because of an increase in facility maintenance including road slurry sealing, corrosion control coatings, and base material maintenance around the plant.

Reserves: Staff is proposing to set aside \$200,000 in reserves for Long Range Planning. The amount saved in the 2025-2026 actual budget has exceeded expectation by almost \$300,000. Therefore, to fund ongoing Capital Improvement Projects and potentially provide a COLA and standby pay increases, the amount was reduced. Staff is proposing to bring back a Reserves Policy for Board consideration during the 2026-2027 budget year.

Debt Service/Loan Interest:

USDA Loan: Payments on the USDA loan (40 years @ 1.75%) began February 1, 2022. Principal and interest for FY26/27 will be \$845,774. In addition, pursuant to the terms of their Letter of Conditions, the District will continue to save \$85,052.64 annually until a balance equal to one annual loan payment (approximately 10 years) has accumulated.

CIP Budget:

The District's proposed Capital Improvement Project Budget is \$530,000 for 2026-2027. A draft CIP Budget is included in Attachment 4. The proposed Capital Improvement Project Budget includes the following:

- Continued sewer main repair funding – Staff is proposing to repair two priority sewer mains that require ongoing maintenance on a consistent basis.
- Capital Improvement Plan and Rate Study - This project entails development of a 5–15-year Capital Improvement Plan (Capital Plan) and an updated Sewer Rate Study (Rate Study). The Capital Plan will detail projects needed to maintain the District's 70-year-old collection system and maintain WRRF operations. The Capital Plan will look at priority infrastructure and issues such as trunk mains and infiltration and inflow into the collections system along with WRRF projects such as equipment and filter replacement. The Capital Plan will include costs and proposed project timelines and will be used with the previously developed operations and staffing financial models in a proposed Rate Study to determine the minimum rates needed to support ongoing operations and capital projects.
- Toro to Chaney Main Line Replacement – The project is now at 100% design and ready for implementation. This will enable the project to get underway while financing for the \$3M project is finalized.
- Spare Pump for Lift Station 2 – This project will provide operational redundancy at Lift Station 2. The spare pump will be kept on the shelf and will be deployed upon a pump failure at Lift Station 2. This will reduce the risks of a Sanitary Sewer Overflow during high flow conditions and a pump failure.
- Vehicle Purchase – The District's trucks are all 10 years old or older. This purchase is to replace the 2009 Ford Ranger at the WRRF. The proposed vehicle will be a Ford F-150 or equivalent truck, set up for WRRF operations including a portable fuel tank, equipment boxes, and tow hitch. The portable fuel tank will be used to fuel the CAT Skid Steer Loader. The tow hitch will be used to support the recently purchased confined space entry equipment during use at the plant.

FISCAL IMPACT

Adoption of the draft FY2026/2027 budget will result in expenditures of approximately \$4,922,800 on an income of \$4,957,300, resulting in a net income of \$34,500.

CEQA

Staff finds that this action is not a project under the California Environmental Quality Act pursuant to State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

RECOMMENDATION

Staff recommends that the Board review, discuss, and adopt the proposed draft Operating and Capital Improvement Project budgets for FY 2026/2027.

ATTACHMENTS

1. Budget Comparison Summary
2. Detailed Comparison Budget
3. COLA Projection Table
4. CIP Budget Recommendations



Cayucos Sanitary District

Proposed Budget Summary FY 26/27

AGENDA ITEM:

7

Attachment 1

	Current FY 25/26	Proposed 26/27 w/ No COLA	Proposed 26/27 w/3% COLA & Standby Incr.
Income:			
Sewer Income	\$ 3,214,300	\$ 3,235,900	\$ 3,235,900
Will Serve Income	\$ 88,200	\$ 88,200	\$ 88,200
Rental Income	\$ 39,800	\$ 3,600	\$ 3,600
Solid Waste Income	\$ 161,500	\$ 169,500	\$ 169,500
SLOCO Tax Assessments	\$ 1,256,500	\$ 1,367,600	\$ 1,367,600
Banking Interest Income	\$ 9,600	\$ 2,500	\$ 2,500
Investment Interest Income	\$ 80,000	\$ 90,000	\$ 90,000
Other Misc. Income	\$ 4,600	\$ -	\$ -
Category Total	\$ 4,854,500	\$ 4,957,300	\$ 4,957,300
Payroll:			
Admin. Gross Wages	\$ 396,600	\$ 415,400	\$ 436,400
Collections Gross Wages	\$ 220,700	\$ 234,800	\$ 265,600
Treatment Gross Wages	\$ 478,100	\$ 521,900	\$ 545,300
Director Payroll	\$ 8,000	\$ 8,000	\$ 8,000
Vested Payroll Benefits	\$ 4,000	\$ 4,400	\$ 4,400
Admin. Payroll Taxes/Benefits	\$ 163,600	\$ 193,600	\$ 196,400
Collections Payroll Taxes/Benefits	\$ 135,500	\$ 152,900	\$ 157,000
Treatment Payroll Taxes/Benefits	\$ 216,300	\$ 238,900	\$ 242,300
Director Payroll Taxes	\$ 600	\$ 700	\$ 700
Category Total	\$ 1,623,400	\$ 1,770,600	\$ 1,856,100
Operating Expenses:			
Special Projects	\$ 12,500	\$ 15,000	\$ 15,000
Admin Operating Expenses	\$ 764,000	\$ 729,300	\$ 729,300
Collections Operating Expenses	\$ 273,650	\$ 281,300	\$ 281,300
Treatment Operating Expenses	\$ 706,700	\$ 771,100	\$ 771,100
Debt Service - Principal	\$ 532,000	\$ 540,000	\$ 540,000
Reserves for Long-Range Planning	\$ 500,000	\$ 200,000	\$ 200,000
Category Total	\$ 2,788,850	\$ 2,536,700	\$ 2,536,700
Total Income	\$ 4,854,500	\$ 4,957,300	\$ 4,957,300
Less Total Expenses	\$ 4,412,250	\$ 4,307,300	\$ 4,392,800
Net Income	\$ 442,250	\$ 650,000	\$ 564,500
Less Capital Improvement Projects Budget	\$ 330,000	\$ 530,000	\$ 530,000
Final Net Income	\$ 112,250	\$ 120,000	\$ 34,500



Cayucos Sanitary District

Proposed Budget FY 26/27 w/3% COLA & Standby Increase

AGENDA ITEM:

7

Attachment 2

	Inc/Exp to Date 4/01/26	FY 25/26 Budget	Target 75% of Budget	FY 26/27 Proposed	Notes
Ordinary Income/Expense					
INCOME					
4000 · SEWER INCOME					
4010 · Sewer Use Fees	2,413,212	3,182,500	75.83%	3,203,000	
4020 · Sewer Late Fees	9,647	13,500	71.46%	13,000	
4030 · Sewer Bank Fees	435	500	87.0%	500	
4050 · Lot Fees	17,504	16,650	105.13%	16,600	
4060 · Lot Late Fees	56	150	37.15%	100	
4090 · Interrupted Service Fees	1,357	1,000	135.75%	2,700	
Total 4000 · SEWER INCOME	2,442,211	3,214,300	75.98%	3,235,900	
4100 · WILL SERVE INCOME					
4110 · Will Serve Fee	3,025	6,000	50.42%	6,000	
4120 · Connection Fee	16,100	80,500	20.0%	80,500	
4130 · Inspection Fee	250	1,300	19.23%	1,300	
4140 · Grant of License Fee	200	400	50.0%	400	
Total 4100 · WILL SERVE INCOME	19,575	88,200	22.19%	88,200	
4200 · RENTAL INCOME					
4210 · Morro Dunes Rent		32,000	0.0%		
4220 · Hanson Rent		1,000	0.0%		
4230 · CMB Corp. Yard Lease	3,214	3,200	100.45%		
4260 · Duke Energy Solar Lease	3,600	3,600	100.0%	3,600	
Total 4200 · RENTAL INCOME	6,814	39,800	17.12%	3,600	
4300 · SOLID WASTE INCOME					
4310 · Solid Waste Franchise Fee	104,219	148,800	70.04%	156,000	
4320 · AB939 Recycle Program Fee	9,661	12,700	76.07%	13,500	
Total 4300 · SOLID WASTE INCOME	113,880	161,500	70.51%	169,500	
4400 · SLOCO TAX ASSESSMENTS					
4410 · Current Year Secured/Unsecured	898,626	1,235,000	72.76%	1,360,000	
4420 · Delinquent Sewer Prior Year	11,386	21,500	52.96%	7,600	
Total 4400 · SLOCO TAX ASSESSMENTS	910,012	1,256,500	72.42%	1,367,600	
4500 · BANKING INTEREST INCOME					
4510 · Checking Interest	2,694	9,600	28.06%	2,500	
4520 · Savings Interest			0.0%	-	
Total 4500 · BANKING INTEREST INCOME	2,694	9,600	28.06%	2,500	
4600 · INVESTMENT INTEREST					
4600 · INVESTMENT INTEREST - Other	81,735	80,000	102.17%	90,000	
Total 4600 · INVESTMENT INTEREST	81,735	80,000	102.17%	90,000	
4700 · OTHER INCOME					
4750 · COUNTY OF SLO ESMF / EDF funds	4,534	4,600	98.56%	-	
Total 4700 · OTHER INCOME	4,534	4,600	98.56%	-	
Total Income	3,581,456	4,854,500	73.78%	4,957,300	
EXPENSE					
5000 · PAYROLL EXPENSES					
5100 · ADMINISTRATIVE PAYROLL					
5110 · Admin. Gross Wages Regular	231,962	331,400	70.0%	351,612	
5120 · Admin Gross Wages Overtime					
5130 · Admin Gross Wages Vacation	10,682	28,500	37.48%	30,156	



Cayucos Sanitary District

Proposed Budget FY 26/27 w/3% COLA & Standby Increase

	Inc/Exp to Date 4/01/26	FY 25/26 Budget	Target 75% of Budget	FY 26/27 Proposed	Notes
5145 Admin Bereavement Leave	486				
5150 Admin Gross Wages Sick Payout	7,910	18,300	43.23%	19,412	
5180 Admin Personal Holiday	1,965	3,100	63.38%	3,235	
5185 Admin Holiday Pay	8,615	15,300	56.31%	16,177	
5192 Admin Car Allowance	1,100			5,200	
5140 Admin Leave				8,088	
5195 Admin Jury Duty	381				
Admin Payout - Other				2,500	
Total 5100 ADMINISTRATIVE PAYROLL	263,102	396,600	66.34%	436,380	
5200 COLLECTIONS PAYROLL					
5210 Coll Gross Wages Regular	117,693	171,000	68.83%	201,845	
5220 Coll Gross Wages Overtime	852	1,500	56.78%	1,710	
5230 Coll Gross Wages Vacation	10,169	11,300	89.99%	13,444	
5240 Coll Admin Leave					
5250 Coll Gross Wages Sick Payout	6,811	9,300	73.23%	10,947	
5260 Coll Gross Wages Standby Pay	13,350	17,800	75.0%	17,500	
5262 Coll Gross Wages Standby Weekend Pay				8,320	
5265 Coll Gross Wages Standby Holiday Pay	630	700	90.0%	900	
5280 Coll Personal Holiday	1,299	1,500	86.58%	1,824	
5285 Coll Holiday Pay	7,478	7,600	98.4%	9,122	
5295 Coll Payout - Other				-	
Total 5200 COLLECTIONS PAYROLL	158,281	220,700	71.72%	265,613	
5300 TREATMENT PAYROLL					
5310 Treat Gross Wages Regular	266,985	373,000	71.58%	405,924	
5320 Treat Gross Wages Overtime	7,433	17,000	43.72%	18,514	
5325 Treat Gross Wages Mandatory Overtime				18,749	
5330 Treat Gross Wages Vacation	13,940	27,400	50.88%	29,831	
5345 Treat Bereavement Leave					
5350 Treat Gross Wages Sick Payout	6,691	21,700	30.84%	23,383	
5360 Treat Gross Wages Standby Pay	13,500	17,800	75.84%	17,500	
5362 Treat Gross Wages Standby Weekend Pay				8,320	
5365 Treat Gross Wages Standby Holiday Pay	630	700	90.0%	900	
5380 Treat Personal Holiday	3,140	3,400	92.35%	3,703	
5385 Treat Holiday Pay	12,559	17,100	73.45%	18,514	
5395 Treat Jury Duty Pay	649				
5300 Treat Payout - Other				-	
Total 5300 TREATMENT PAYROLL	325,528	478,100	68.09%	545,336	
5400 DIRECTOR PAYROLL					
5410 Director Gross Wages	6,550	8,000	81.88%	8,000	
Total 5400 DIRECTOR PAYROLL	6,550	8,000	81.88%	8,000	
5500 VESTED PAYROLL BENEFITS					
5550 Vested PERS Health	2,868	4,000	71.7%	4,400	
Total 5500 VESTED PAYROLL BENEFITS	2,868	4,000	71.7%	4,400	
5600 ADMIN PAYROLL TAXES & BENEFITS					
5610 Admin FICA	16,312	24,500	66.58%	26,901	
5620 Admin Medicare	3,815	5,700	66.93%	6,291	
5650 Admin PERS Health	39,203	72,000	54.45%	83,100	
5660 Admin PERS Retirement	45,026	57,300	78.58%	76,015	
5670 Admin Dental	1,902	3,300	57.63%	3,300	
5680 Admin Vision	434	800	54.29%	800	



Cayucos Sanitary District

Proposed Budget FY 26/27 w/3% COLA & Standby Increase

	Inc/Exp to Date 4/01/26	FY 25/26 Budget	Target 75% of Budget	FY 26/27 Proposed	Notes
Total 5600 · ADMIN PAYROLL TAXES & BENEFITS	106,693	163,600	65.22%	196,406	
5700 · COLL PAYROLL TAXES & BENEFITS					
5710 · Coll FICA	10,921	13,700	79.72%	16,468	
5720 · Coll Medicare	2,554	3,200	79.82%	3,851	
5750 · Coll PERS Health	53,099	72,000	73.75%	83,100	
5760 · Coll PERS Retirement	40,093	42,500	94.34%	49,509	
5770 · Coll Dental	2,445	3,300	74.09%	3,300	
5780 · Coll Vision	565	800	70.65%	800	
Total 5700 · COLL PAYROLL TAXES & BENEFITS	109,678	135,500	80.94%	157,028	
5800 · TREAT PAYROLL TAXES & BENEFITS					
5810 · Treat FICA	18,399	29,700	61.95%	32,648	
5820 · Treat Medicare	4,303	7,000	61.47%	7,635	
5850 · Treat PERS Health	44,249	96,000	46.09%	110,800	
5860 · Treat PERS Retirement	61,121	78,200	78.16%	85,797	
5870 · Treat Dental	2,536	4,400	57.63%	4,400	
5880 · Treat Vision	579	1,000	57.9%	1,000	
Total 5800 · TREAT PAYROLL TAXES & BENEFITS	131,187	216,300	60.65%	242,281	
5900 · DIRECTOR PAYROLL TAXES & BENEFITS					
5910 · Directors FICA	406	500	81.22%	500	
5920 · Directors Medicare	95	100	94.99%	150	
Total 5900 · DIRECTOR PAYROLL TAXES & BENEFITS	501	600	83.52%	650	
	1,104,387	1,623,400	68.03%	1,856,094	
Total 5000 · PAYROLL EXPENSES					
6000 · SPECIAL PROJECTS					
6050 · SPECIAL PROJECTS					
6051 · Manhole Reconditioning	0	12,500	0.0%	15,000	
Total 6050 · SPECIAL PROJECTS	0	12,500	0.0%	15,000	
6100 · ADMIN OPERATING EXPENSES					
6120 · Copy & Dup	562	600	93.66%	750	
6130 · Equipment Lease	1,472	2,400	61.33%	2,300	
6150 · Equipment Repair/Maint	430	1,000	43.0%	1,000	
6160 · Janitorial/Building Maint.	4,560	6,500	70.16%	8,800	
6170 · Postage	7,719	12,000	64.33%	12,000	
6180 · Printing/Advertising	2,346	1,500	156.39%	1,500	
6190 · Office Supplies	10,699	3,000	356.63%	3,000	
6200 · Bank Service Charges	42	100	42.42%	100	
6201 · Administrative(Admin) Fees/Chgs	1,225	1,900	64.45%	1,900	
6205 · Recycling Expenses	494	750	65.84%	500	
**new line - Mutt Mitt Program		0	0.0%	5,000	
**new line - Supplemental Solid Waste Grant		0	0.0%	10,000	
6210 · Misc. Business Expense	1,060	1,000	105.98%	3,000	
6211 · Grant of License Expenses		400	0.0%	400	
6220 · Prof. Services -Accounting	6,600	11,000	60.0%	18,500	
6225 · Prof. Services-Engineering	1,672	15,000	11.15%	10,000	
6230 · Prof. Services-Legal	30,588	30,000	101.96%	30,000	
6240 · Prof. Services- Tech Supp	20,690	27,000	76.63%	27,000	
6255 · Prof. Services -Other	11,918	100,000	11.92%	25,000	
6260 · Meeting Supplies	464	1,200	38.66%	1,500	
6270 · Bus License & Permits	3,945	4,600	85.76%	4,400	
6280 · Admin Dues & Sub.	10,397	10,000	103.97%	10,500	
6290 · Taxes & Assessments		100	0.0%	-	



Cayucos Sanitary District

Proposed Budget FY 26/27 w/3% COLA & Standby Increase

	Inc/Exp to Date 4/01/26	FY 25/26 Budget	Target 75% of Budget	FY 26/27 Proposed	Notes
6291 · LAFCO	14,479	13,500	107.25%	15,400	
6292 · Election Fees	0	0	0.0%	7,500	
6293 · Fire Tax	142	150	94.33%	150	
6300 · Professional Development Admin	2,787	4,000	69.67%	3,000	
6301 · Professional Development Board	0	1,500	0.0%	3,000	
6310 · Rent - Venue	0	1,000	0.0%	1,000	
6315 · Tuition Reimbursement Program	4,880	10,000	48.8%	10,000	
6320 · Utilities - Electrical	3,386	3,700	91.52%	4,000	
6340 · Utilities - Gas	313	500	62.61%	500	
6360 · Utilities - Water	808	1,200	67.33%	1,200	
6380 · Utilities - Internet	1,400	1,800	77.77%	1,800	
6390 · Utilities - Telephone	1,798	2,600	69.14%	2,600	
6410 · Loan Interest Paid	398,417	399,000	99.85%	391,000	
6420 · Insurance-Worker's Comp	31,264	40,000	78.16%	46,000	
6430 · Insurance-Commercial Policy	60,300	55,000	109.64%	65,000	
Total 6100 · ADMIN OPERATING EXPENSES	636,856	764,000	83.36%	729,300	
6500 · COLLECTIONS OPERATING EXPENSES					
6510 · Contract Labor	0	50,000	0.0%	50,000	
6520 · Employee Training	998	1,500	66.53%	2,000	
6521 · License Renewal	243	1,500	16.2%	1,500	
6522 · Dues & Subscriptions	2,080	1,400	148.6%	2,300	
6523 · Professional Development - Coll	355	1,000	35.5%	2,000	
6530 · Equipment Rental	700	5,000	14.0%	5,000	
6535 · Equipment (Critical Parts)	273	5,000	5.45%	5,000	
6540 · Equipment Repair/Maint	822	8,500	9.67%	8,500	
6560 · Pump Repair	5,445	25,000	21.78%	25,000	
6570 · Generator Fuel	906	1,800	50.34%	1,800	
6571 · Trucks Gas/Oil	5,286	9,500	55.64%	13,000	
6572 · Trucks (Repairs)	7,104	10,000	71.04%	10,000	
6573 · Mileage Reimbursement	63	500	12.51%	500	
6580 · Hardware & Supplies	478	4,000	11.95%	4,000	
6590 · Janitorial Supplies	740	1,000	74.01%	1,000	
6600 · Laundry/Boot Allowance	3,429	4,000	85.71%	4,000	
6610 · Line Cleaning Water/Jetting	0	1,000	0.0%	1,000	
6611 · Line Cleaning - Contracted	0	10,000	0.0%	5,000	
**new line item - Preventative Maintenance				10,000	
6620 · Safety Supplies/Materials	1,648	2,000	82.4%	2,000	
6630 · Chemicals - remove line item**	0	1,000	0.0%	-	
6640 · Small Tools	689	2,000	34.45%	2,000	
6650 · USA Alert	602	2,000	30.09%	2,000	
6670 · Cell Phones	1,626	2,500	65.06%	2,500	
6680 · Operating Contingency Reserve	0	10,000	0.0%	-	
6700 · Utilities - Lift Station #1					
6710 · Electricity LS#1	6,154	9,500	64.78%	10,000	
6720 · Telephone LS#1	527	650	81.15%	700	
6730 · Water LS#1	574	800	71.71%	800	
6745 · Repairs/Maint./Permits LS#1	3,522	5,000	70.44%	5,000	
Total 6700 · Utilities - Lift Station #1	10,778	15,950	67.57%	16,500	
6750 · Utilities - Lift Station #2					
6760 · Electricity LS#2	13,428	18,500	72.58%	20,300	



Cayucos Sanitary District

Proposed Budget FY 26/27 w/3% COLA & Standby Increase

	Inc/Exp to Date 4/01/26	FY 25/26 Budget	Target 75% of Budget	FY 26/27 Proposed	Notes
6770 · Telephone LS#2	491	650	75.58%	700	
6780 · Water LS#2	560	800	70.04%	800	
6795 · Repairs/Maint./Permits LS#2	1,382	5,000	27.64%	5,000	
Total 6750 · Utilities - Lift Station #2	15,862	24,950	63.57%	26,800	
6800 · Utilities - Lift Station #3					
6810 · Electricity LS#3	2,280	3,500	65.15%	3,800	
6820 · Telephone LS#3	519	650	79.83%	700	
6830 · Water LS#3	871	1,400	62.23%	1,400	
6845 · Repairs/Maint./Permits LS#3	950	5,000	18.99%	5,000	
Total 6800 · Utilities - Lift Station #3	4,620	10,550	43.79%	10,900	
6850 · Utilities - Lift Station #4					
6860 · Electricity LS#4	5,501	7,500	73.35%	8,200	
6870 · Telephone LS#4	515	650	79.26%	700	
6880 · Water LS#4	871	1,200	72.6%	1,200	
6895 · Repairs/Maint./Permits LS#4	2,680	5,000	53.59%	5,000	
Total 6850 · Utilities - Lift Station #4	9,567	14,350	66.67%	15,100	
6900 · Utilities - Lift Station #5					
6910 · Electricity LS#5	30,916	42,000	73.61%	46,000	
6920 · Telephone LS#5	788	650	121.3%	900	
6945 · Repairs/Maint./Permits LS#5	3,042	5,000	60.85%	5,000	
Total 6900 · Utilities - Lift Station #5	34,747	47,650	72.92%	51,900	
Total 6500 · COLLECTIONS OPERATING EXPENSES	109,060	273,650	39.85%	281,300	
7000 · TREATMENT OPERATING EXPENSES					
7105 · Bldg & Grounds Rep/Maint	5,271	6,000	87.84%	37,000	
7110 · Cell Phones	2,353	3,200	73.53%	4,300	
7120 · Chemicals	17,353	47,000	36.92%	45,000	
7130 · Contract Labor	1,200	15,000	8.0%	15,000	
7140 · Dues & Subscriptions	753	1,000	75.3%	1,000	
7150 · Employee Training	0	1,500	0.0%	2,000	
7170 · Equipment Lease	1,411	2,500	56.45%	2,500	
7180 · Equipment Rental	0	5,000	0.0%	3,000	
7190 · Equipment (Critical Parts)	6,256	25,000	25.03%	25,000	
7200 · Equipment Repair/Maintenance	26,781	40,000	66.95%	40,000	
7210 · Generator Fuel	0	2,000	0.0%	2,000	
7220 · Operational Hardware & Supplies	1,708	15,000	11.39%	15,000	
7230 · IT Support	29,833	50,000	59.67%	40,000	
7240 · Insurance	73,103	99,000	73.84%	91,000	
7250 · Janitorial Supplies	349	1,500	23.25%	1,500	
7260 · Laundry/Boot Allowance	3,762	4,500	83.59%	5,000	
7270 · License Renewal	686	1,200	57.16%	1,200	
7280 · Office Supplies	1,627	2,000	81.34%	2,000	
7290 · Operating Contingency Reserve	0	10,000	0.0%	10,000	
7300 · Sampling & Testing	59,588	85,000	70.1%	85,000	
7310 · Lab Supplies	1,509	7,500	20.12%	7,500	
7320 · Permits	10,559	12,000	87.99%	12,000	
**new line item - Preventative Maintenance				35,000	
7340 · Professional Development - Tmt	2,808	3,000	93.59%	4,000	
7345 · Prof. Services - Engineering	0	15,000	0.0%	5,000	
7348 - Pump/Motor Repair	13,379	25,000	53.52%	25,000	
7350 · Safety Supplies/Materials	557	4,000	13.94%	4,000	



Proposed Cost of Living Adjustment

AGENDA ITEM:

7

Attachment 3

FY 26/27

	Salaries	Standby Pay	Taxes & PERS	Combined	Overall FY Impact
26/27 Salaries w/o COLA	\$ 1,109,594	\$ 36,800	\$ 202,114	\$ 1,348,508	
26/27 Salaries w/o COLA add Staff Adj.	\$ 1,133,639	\$ 36,800	\$ 205,860	\$ 1,376,299	\$ 27,791
3% increase, no Standby adj.	\$ 1,161,732	\$ 36,800	\$ 210,683	\$ 1,409,215	\$ 60,707
3% increase, add Standby	\$ 1,161,732	\$ 53,440	\$ 211,956	\$ 1,427,128	\$ 78,620
5% increase	\$ 1,180,460	\$ 53,440	\$ 215,172	\$ 1,449,072	\$ 100,564
Alternative: \$1.5/hour across the board	\$ 1,162,177	\$ 53,440	\$ 211,932	\$ 1,427,549	\$ 79,041
Alternative: \$2/hour across the board	\$ 1,171,690	\$ 53,440	\$ 213,531	\$ 1,438,661	\$ 90,153

CSD COLA History

7/1/2021	3.00%
7/1/2022	6.00%
7/1/2023	5.00%
7/1/2024	6.00%
7/1/2025	\$2.00/hour

CPI - West Urban, not seasonally adjusted

2020 Average	1.75%
2021 Average	4.50%
2022 Average	8.00%
2023 Average	4.30%
2024 3 Month Avg	3.30%
2025 3 Month Avg	2.40%
2026 3 Month Avg	2.90%

SSA 2026 increase - 2.80%



Cayucos Sanitary District

Capital Improvement Projects FY 26/27

AGENDA ITEM:

7

Attachment 4

Approved May xx, 2026

Sewer Main Repairs

\$ 50,000

These are sewer mains that our camera has identified as in need of repair. The projects consist of multiple point repairs, offsets or other anomalies. The budgeted amount is intended to allow for two priority repairs.

Capital Improvements Plan and Rate Study

\$ 200,000

This project entails development of a 5-15 year capital improvement plan and an updated sewer rate study. The Capital Improvement Plan will detail projects needed to maintain the District's 70 year old collection system and maintain WRRF operations. The 5-15 year Capital Improvement Plan will be used with the previously developed Operations and Staffing Models to determine the rates needed to support ongoing operations.

Toro to Chaney Main Line Replacement

\$ 100,000

The project has been 100% designed and is ready for implementation. This will enable the project to get underway while financing for the \$3M project is finalized.

Spare Pump

\$ 50,000

A spare pump is needed for Lift Station 2. This pump will provide operational redundancy when a pump fails.

WRRF Projects

Replacement Vehicle

\$ 65,000

The District's trucks are aging, and in order to maintain a healthy fleet, it is time to purchase a replacement. Tool boxes, receiver and equipment will also be required.

Ocean Outfall and Diffuser Inspection

\$ 65,000

The terms of the NPDES Permit require inspection of the ocean outfall and diffuser "At least every three years (2023 and additional years if the Order is administratively extended), the Discharger shall visually inspect the entire outfall and diffuser structure pursuant to section IX.B of the MRP [Monitoring and Reporting Program]."

Total CIP Budget

\$ 530,000

RESOLUTION NO. 2026-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT APPROVING THE DISTRICT’S BUDGET FOR FISCAL YEAR 2026-2027

WHEREAS, The District Manager has submitted for consideration the Cayucos Sanitary District (CSD) Fiscal Year (FY) 2026-2027 Budget; and

WHEREAS, a public hearing scheduled for May 21, 2026, to consider approval of the Final CSD FY 2026-2027 Budget was duly noticed and held and all persons were given an opportunity to be heard and their comments carefully considered

NOW THEREFORE, BE IT RESOLVED that the Board of Directors has reviewed the CSD FY 2026-2027 Budget (hereinafter “Budget”) for the period from July 2026, through June 30, 2027, and hereby finds that the Budget is a sound plan for financing and expenditure control of required CSD operations and services and said Budget is hereby approved.

BE IT FURTHER RESOLVED that the Board of Directors is aware of the potential that events beyond control of the CSD could substantially reduce CSD revenues and/or increase expenditures. Therefore, the District Manager may temporarily suspend the expenditure of funds within the adopted Budget if in his judgement such temporary suspension is necessary to protect the CSD’s financial position and the impact of such a temporary suspension on CSD operations will not be substantially detrimental to CSD services. The District Manager is directed to administer the business operations of the CSD as called for in the Operating Budget for FY 2026-2027 and as modified by any such temporary expenditure suspension. The District Manager is further directed to report back to the CSD Board of Directors, as necessary, with recommendations for revision of the Budget when, and if, Budget impacts are known, and specific CSD program or service level adjustments can be formulated.

BE IT FURTHER RESOLVED that the Board of Directors hereby directs the District Manager to levy and collect special assessments and other fees as duly approved by the Board and to administer and expend the tax proceeds in accordance with the enabling legislation.

On the motion of Director _____, seconded by Director _____, and the following roll call vote, to wit:

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

PASSED AND ADOPTED this 21st day of May, 2026.

[signatures on the following page]

Robert B. Enns, President
Cayucos Sanitary District

ATTEST:

APPROVED AS TO FORM:

David M. Athey, District Manager

Timothy J. Carmel, District Counsel



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: MAY 21, 2025

SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT RESOLUTION 2026-05 TO A) AMEND THE TITLE AND JOB DESCRIPTION FOR THE ADMINISTRATIVE ACCOUNTING MANAGER TO BUSINESS MANAGER; AND B) TO RECLASSIFY THE BUSINESS MANAGER AND ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY AS EXEMPT POSITIONS

DISCUSSION

The job responsibilities of the Administrative Accounting Manager have increased over the last couple of years because of increased financial duties related to Governmental Accounting Standards Board reporting, increased payroll and benefit coordination, additional human resources responsibilities, and tracking and management of the District's USDA Loan. In addition, the Administrative Accounting Manager will also be more involved with management of the District's investments once that strategy is finalized with OIP later this year.

The proposed changes to the Administrative Accounting Manager job duties and title change are in line with the previous Board approved responsibility and wage adjustment for the Administrative Services Manager/Board Secretary. Therefore, Staff developed a modified Job Description and Title (Attachment 1, Clean Version, Attachment 2, Redline Version) for the Administrative Accounting Manager position to reflect the increase in workload and responsibilities. The revised position title is proposed to be *Business Manager*. Staff believes this better reflects the position's varied responsibilities and duties related to the administrative duties now required of that position.

Minor changes are proposed to the Administrative Services Manager/Secretary of the Board position to comply with FLSA exemption requirements. The changes are shown in Attachment 3. The changes are mainly updates to the position description.

Lastly, staff is proposing that both the newly renamed Business Manager position and Administrative Services Manager/Board Secretary position be reclassified as exempt employees. Both positions require professional level work, which often requires individual judgement and reasoning. This change is consistent with how these professional level positions are classified by other agencies. Reclassifying these two positions as exempt will have minimal fiscal impact. The District will no longer be required to pay overtime for work past 40 hours, and in return each position be provided with up to 40 hours of Administrative Leave yearly in accordance with the Employee Handbook. Each position will be eligible to receive five days of Administrative Leave prorated to their date of hire, if this recommendation is adopted, and five days annually thereafter. The funding for the Administrative Leave is included in the draft FY2026/2027 Budget.

RECOMMENDATION

Staff recommends that the Board of Directors:

- 1.) Adopt Resolution 2026-05 Renaming the Administrative Accounting Manager Position to Business Manager, Reclassifying Designated Administrative Positions as Exempt Employee, and Approving Updated Class Specifications.

ATTACHMENTS

1. Revised Business Manager Job Description and Title
2. Red-Lined Administrative Accounting Manager Job Description
3. Revised Administrative Services Manager/Board Secretary Job Description
4. Resolution 2026-05



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
P.O. Box 333, Cayucos, California 93430-0333
www.cayucossanitarydistrict.gov
805-995-3290

BUSINESS MANAGER

JOB DESCRIPTION
FSLA STATUS: EXEMPT

DEFINITION:

The Business Manager position is office based and administrative in nature. The position supports general District office-based functions. The position assists the District Manager in carrying out District operations and functions. Under general direction of the District Manager, the position handles substantive matters and has significant responsibility with the coordination, analysis, and implementation of; administrative, financial, purchasing and personnel departments of the District, and assures related activities comply with established District standards, requirements, policies, and procedures; assists in establishing and maintaining timelines and priorities. The position is not supervisory and is distinguished from field/operational and executive management roles by its office-based accounting, personnel, purchasing, and financial duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial Reporting & System Management:

- Manages the District's accounting and fiscal matters; produces various statistical and financial reports in accordance with generally accepted accounting principles; manages District cash flow; reviews, develops and implements program goals and policies related to District fiscal accounting matters.
- Maintains the computerized financial accounting system including accounts receivable, accounts payable, general ledger, account analysis and reconciliation, and financial reports for District Manager and Board review
- Coordinates the annual financial audit, including maintenance of fixed asset reports, reconciliation and analysis of receivables and payables, making adjusting journal entries, and gathering records and reports for use by the independent auditor
- Following completion of the annual financial audit, ensure filing of Special District Financial Transactions Report with the California State Controller
- Responsible for compiling and summarizing statistics and records used in preparation of reports, including monthly and quarterly cash, savings and financial investment activity, cash disbursement ledger, list of payments pending approval of the District Board, and accounting for Capital Projects
- Maintain accounting records for various project grants
- Ensure annual Use Tax Return is filed with the California Department of Tax and Fee Administration; maintains sales tax records
- Maintains the District's contract administration and insurance programs for property & liability and workers' compensation plans; prepares reports, claims administration and remittance of benefit contributions for same
- Maintains the District's accounting and payroll systems including disbursements, processing of payroll, making transfers of funds and accounts payable

Payroll, Benefits & Human Resources:

- Acts as District's payroll and benefits administrator; develops and implements program goals and policies related to District payroll, benefits and related human resources functions

- Prepares and files all payroll-related reports, including quarterly and annual payroll tax returns, annual W-2s, annual W-3s, annual 1099s and remittance of payroll tax deposits
- Prepares reports and remittance of benefit contributions for District PERS retirement, health (medical, dental, vision) insurance, and deferred compensation programs; administer post-retirement benefit transactions
- Responsible for the annual health insurance plan updates, health insurance open enrollment activities, additions and deletions to PERS retirement and health insurance plans
- Maintains and organizes leave requests, call out submissions, time sheets and other records related to the implementation of bi-weekly payroll.
- Responsible for maintaining personnel records
- Coordinates hiring of new employees including placing advertisements, scheduling of interviews, screening of applicants, completion of on-boarding paperwork

Budget Management & Purchasing:

- Prepares, controls and monitors the annual budget; develops fiscal reporting systems and implements budgetary controls; analyzes revenue and expense history and makes recommendations; develops and implements procedures related to District budget development and accounting.
- Maintains office operations; oversees the purchasing function of the District; directs preparation of requisitions and payment processing including equipment purchases and leases, hardware and software acquisitions, office equipment repairs and maintenance contracts
- Creates, coordinates and maintains contracts for vendors and contractors, ensuring contractual obligations are met
- Prepares and ensures obligatory reports are filed in a timely manner including annual reports to the State Controller's Office, Department of Industrial Relations, US Department of Commerce Census Bureau, US Department of Labor, Air Pollution Control District of San Luis Obispo County, Regional Water Quality Control Board, San Luis Obispo County Department of Environmental Health (CUPA), County of San Luis Obispo Department of Public Works, OSHA, and other agencies as required

Debt Service Management:

- Manage financial records connected with the District's long-term debt obligations
- Maintain compliance with debt covenants on continuing disclosure, debt coverage ratios, timely payments and reporting
- Prepare and file Annual Debt Transparency Report with California Debt and Investment Advisory Commission.

Other Duties:

- In coordination with the District Manager and Administrative Services Manager/Clerk of the Board, assist with preparation and compilation of meeting agendas and reports
- Provide administrative support to the District Manager
- Provide technical information and assistance to the District Manager concerning administrative programs, needs, and issues; assists with formulation and development of policies and procedures
- Keeps and maintains a variety of records, journals, ledgers, reports, and files
- Maintains electronic document storage, which includes file mapping, organization, digitizing of hardcopy documents
- Performs reception and administrative support activities which include assisting customers to gain access to services, screening and directing calls and referring to appropriate individuals for handling, answering questions from the public and inquiries relating to District policies and procedures
- On a backup basis and in the absence of the Administrative Services Manager/Clerk of the Board, performs their time-sensitive duties such as payment processing and Board meeting preparation
- Preparation of grants and grant related paperwork.
- Performs other related duties and work as directed

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Principles, practices, and techniques involved in the administrative and personnel management activities of a public or

- governmental agency
- Principles of governmental accounting, financing and budgeting
- Applicable laws, codes, regulations, policies and procedures
- Effective oral and written communication and interpersonal skills
- Computer software and applications for financial and accounting systems and programs
- Methods, practices and terminology used in public or governmental financial accounting
- Correct English usage, spelling, grammar and punctuation
- Accounting and basic mathematics
- Modern office methods, procedures, practices, and equipment
- Information processing techniques
- Funding sources, including grants, loans, capital financing and other financing sources of wastewater construction projects

ABILITY TO:

- Perform a variety of activities involved in the overall administrative, budgetary, and personnel management activities of a public or governmental agency
- Coordinate and organize office activities and flow of communications and information to ensure effective and efficient outcomes
- Supervise, train and evaluate the performance of assigned staff
- Evaluate administrative management problems and present appropriate corrective alternatives, solutions and recommendations
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Establish and maintain effective working relationships with others; maintain good customer relations
- Operate a computer and office equipment
- Plan and organize own work
- Coordinate and oversee activities involved in the conversion, implementation and installation of new computer hardware, software, and applications of financial and accounting systems
- Make arithmetical calculations with speed and accuracy
- Efficiently enter, verify and record data
- Follow oral and written instructions; speak and write clearly, concisely and effectively
- Work under pressure
- Sustain close visual and mental attention in the performance of routine work
- Engage in search and application of grants, loans, capital financing and other funding sources of wastewater construction, planning, and related projects

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with a bachelor's degree in business, public administration, accounting or a related field is required. (Job-related, professional-level experience may substitute for the required education, on a year-for-year basis.)
- Three years of increasingly responsible professional-level experience involving work with a variety of administrative operations is required. One year of the required experience must have been in a supervisory position.
- Previous experience working with a computerized utility-based billing system is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license is required at the time of appointment and must be maintained throughout employment.
- At the District's expense and arrangement, it may be required to attend training and successfully pass the exam to qualify for a license as a California Notary.



CAYUCOS SANITARY DISTRICT

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~~ADMINISTRATIVE ACCOUNTING MANAGER~~ BUSINESS MANAGER JOB DESCRIPTION

DEFINITION:

The Business Manager position is office based and administrative in nature. The position supports general District office-based functions. The position assists the District Manager in carrying out District operations and functions. Under general direction of the District Manager, the position handles substantive matters and has significant responsibility with the coordination, analysis, and implementation of; administrative, financial, purchasing and personnel departments of the District, and assures related activities comply with established District standards, requirements, policies, and procedures; assists in establishing and maintaining timelines and priorities. The position is not supervisory and is distinguished from field/operational and executive management roles by its office-based accounting, personnel, purchasing, and financial duties.

~~Under direction of the District Manager and in coordination with the Administrative Services Manager, handles substantive matters and has significant responsibility dealing with the administrative, financial, purchasing and personnel departments of the District, and assures related activities comply with established District standards, requirements, policies, and procedures; assists in establishing and maintaining timelines and priorities.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial Reporting & System Management:

- Manages the District's accounting and fiscal matters; produces various statistical and financial reports in accordance with generally accepted accounting principles; manages District cash flow; reviews, develops and implements program goals and policies related to District fiscal accounting matters.
- Maintains the computerized financial accounting system including accounts receivable, accounts payable, general ledger, account analysis and reconciliation, and financial reports for District Manager and Board review
- Coordinates the annual financial audit, including maintenance of fixed asset reports, reconciliation and analysis of receivables and payables, making adjusting journal entries, and gathering records and reports for use by the independent auditor

- Following completion of the annual financial audit, ensure filing of Special District Financial Transactions Report with the California State Controller
- Responsible for compiling and summarizing statistics and records used in preparation of reports, including monthly and quarterly cash, savings and financial investment activity, cash disbursement ledger, list of payments pending approval of the District Board, and accounting for Capital Projects
- Maintain accounting records for various project grants
- Ensure annual Use Tax Return is filed with the California Department of Tax and Fee Administration; maintains sales tax records
- Maintains the District's contract administration and insurance programs for property & liability and workers' compensation plans; prepares reports, claims administration and remittance of benefit contributions for same
- Maintains the District's accounting and payroll systems including disbursements, processing of payroll, making transfers of funds and accounts payable

Payroll, Benefits & Human Resources:

- Acts as District's payroll and benefits administrator; develops and implements program goals and policies related to District payroll, benefits and related human resources functions
- ~~Maintains the District's accounting and payroll systems including disbursements, processing of payroll, making transfers of funds and accounts payable~~
- ~~Maintains the computerized financial accounting system including accounts receivable, accounts payable, general ledger, account analysis and reconciliation, and financial reports for District Manager and Board review~~
- Prepares and files all payroll-related reports, including quarterly and annual payroll tax returns, annual W-2s, annual W-3s, annual 1099s and remittance of payroll tax deposits
- Prepares reports and remittance of benefit contributions for District PERS retirement, ~~cafeteria plan expense reimbursements~~, health (medical, dental, vision) insurance, and deferred compensation programs; administer post-retirement benefit transactions
- Responsible for the ~~annual cafeteria~~annual health insurance plan updates, health insurance open enrollment activities, additions and deletions to PERS retirement and health insurance plans
- ~~Maintains the District's contract administration and insurance programs for property & liability and workers' compensation plans; prepares reports, claims administration and remittance of benefit contributions for same~~
- Maintains and organizes leave requests, call out submissions, time sheets and other records related to the implementation of bi-weekly payroll.
- Responsible for maintaining personnel records
- Coordinates hiring of new employees including placing advertisements, scheduling of interviews, screening of applicants, completion of on-boarding paperwork

Budget Management & Purchasing:

- ~~Coordinates the annual financial audit, including maintenance of fixed asset reports, reconciliation and analysis of receivables and payables, making adjusting journal entries, and gathering records and reports for use by the independent auditor~~

- Prepares, controls and monitors the annual budget; develops fiscal reporting systems and implements budgetary controls; analyzes revenue and expense history and makes recommendations; develops and implements procedures related to District budget development and accounting. Plans, prepares and makes recommendations for the annual budget
- ~~Responsible for compiling and summarizing statistics and records used in preparation of reports, including monthly and quarterly cash, savings and financial investment activity, cash disbursement ledger, list of payments pending approval of the District Board, and accounting for Capital Projects~~
- Maintains office operations; oversees the purchasing function of the District; directs preparation of requisitions and payment processing including equipment purchases and leases, hardware and software acquisitions, office equipment repairs and maintenance contracts
- Creates, Coordinates and maintains contracts for vendors and contractors, ensuring contractual obligations are met
- Prepares and Ensures obligatory reports are filed in a timely manner including ~~monthly, quarterly, and~~ annual reports to the State Controller's Office, Department of Industrial Relations, US Department of Commerce Census Bureau, US Department of Labor, Air Pollution Control District of San Luis Obispo County, Regional Water Quality Control Board, San Luis Obispo County Department of Environmental Health (CUPA), County of San Luis Obispo Department of Public Works, OSHA, FTR and other agencies as required

Debt Service Management:~~Maintains accurate records for all USDA loan activities~~

- Manage financial records connected with the District's long-term debt obligations
- Maintain compliance with debt covenants on continuing disclosure, debt coverage ratios, timely payments and reporting.

Prepare and file Annual Debt Transparency Report with California Debt and Investment Advisory Commission.



Other Duties:

- In coordination with the District Manager and Administrative Services Billing Manager/Clerk of the Board, assist with preparation and compilation of meeting agendas and reports
- Provides administrative support to the District Manager
- Provides technical information and assistance to the District Manager concerning administrative programs, needs, and issues; assists with formulation and development of policies and procedures
- Keeps and maintains a variety of records, journals, ledgers, reports, and files
- Maintains electronic document storage, which includes file mapping, organization, digitizing of hardcopy documents
- Performs reception and administrative support activities which includes assisting customers to gain access to services, screening and directing calls and referring to

appropriate individuals for handling, answering questions from the public and inquiries relating to District policies and procedures

- On a backup basis and in the absence of the Administrative Services Manager/Clerk of the Board, performs his/her/their time-sensitive duties such as payment processing and Board meeting preparation
- Preparation of grants and grant related paperwork.
- Performs other related duties and work as directed

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Principles, practices, and techniques involved in the administrative and personnel management activities of a public or governmental agency
- Principles of governmental accounting, financing and budgeting
- Applicable laws, codes, regulations, policies and procedures
- Effective oral and written communication and interpersonal skills
- Computer software and applications for financial and accounting systems and programs
- Methods, practices and terminology used in public or governmental financial accounting
- Correct English usage, spelling, grammar and punctuation
- Basic Accounting and basic mathematics
- Modern office methods, procedures, practices, and equipment
- Information processing techniques
- Funding sources, including grants, loans, capital financing and other financing sources of wastewater construction projects

ABILITY TO:

- Perform a variety of activities involved in the overall administrative, budgetary, and personnel management activities of a public or governmental agency
- Coordinate and organize office activities and flow of communications and information to ensure effective and efficient outcomes
- Supervise, train and evaluate the performance of assigned staff
- Evaluate administrative management problems and present appropriate corrective alternatives, solutions and recommendations
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Establish and maintain effective working relationships with others; maintain good customer relations
- Operate a computer and office equipment
- Plan and organize own work
- Coordinate and oversee activities involved in the conversion, implementation and installation of new computer hardware, software, and applications of financial and accounting systems
- Make arithmetical calculations with speed and accuracy
- Efficiently enter, verify and record data

- Follow oral and written instructions; speak and write clearly, concisely and effectively
- Work under pressure
- Sustain close visual and mental attention in the performance of routine work
- Engage in search and application of grants, loans, capital financing and other funding sources of wastewater construction, planning, and related projects

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with a bachelor's degree in business, public administration, accounting or a related field is required. (Job-related, professional-level experience may substitute for the required education, on a year-for-year basis.)
- Three years of increasingly responsible professional-level experience involving work with a variety of administrative operations is required. One year of the required experience must have been in a supervisory position.
- Previous experience working with a computerized utility-based billing system is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license is required at the time of appointment and must be maintained throughout employment.
- At the District's expense and arrangement, it may be required to attend training and successfully pass the exam to qualify for a license as a California Notary.



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
P.O. Box 333, Cayucos, California 93430-0333
www.cayucossd.org
805-995-3290

ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY

JOB DESCRIPTION

FSLA STATUS: EXEMPT

DEFINITION:

The Administrative Services Manager/Board Secretary position is office based and administrative in nature. The position supports general District office-based operations. The position assists the District Manager in carrying out District operations and functions. Under general direction of the District Manager and in coordination with the Administrative Accounting Manager, the position handles substantive matters and has significant responsibility dealing with the administrative, administrative accounts receivable, and Board secretary departments of the District, and assures related activities comply with established District standards, policies, procedures, and legal requirements; assists in establishing and maintaining timelines and priorities. The position is distinguished from field/operational and executive management roles by its office-based financial, Board secretary and sewer connection plan duties. May supervise the work of clerical support staff.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board Secretary:

- Prepares, compiles and distributes Board of Directors' meeting packets and agendas, drafts and/or proof reads Staff Reports, Resolutions, Ordinances, Proposition 218 Notices, and other legal notices, reports and documents, ensuring compliance with all applicable laws, rules and regulations
- Attends Board meetings and maintains an accurate record of proceedings, prepares and publishes meeting minutes
- Provides administrative support to the Board, prepares correspondence, schedules meetings, responds to inquiries, makes travel arrangements
- Maintains the District's Conflict of Interest Code and ensures compliance with Form 700 requirements
- Ensures compliance with required Ethics & Sexual Harassment Prevention trainings for the Board and staff
- Elections and Board vacancies: Prepares and publishes Notices of Vacancy, Applications for Appointment to fill vacancies, Notices of Appointment, and Statements of Fact, facilitates onboarding of new Directors, maintains and administers Oaths of Office, ensures compliance with all applicable laws, rules and regulations
- Completes the Transparency Challenge by the Special District Leadership Foundation
- May attend the Special District Risk Management Authority's Board Secretary Conference
- Stays informed of pertinent laws, codes and regulations impacting Board functions

Manages the District's Sewer Billing System (CUSI):

- Processes monthly sewer billing
- Processes all cash, check, credit card, and ACH (Auto-Pay) customer payments, makes adjusting entries when necessary
- Maintains an accurate record of customer accounts: updates account information when a property changes ownership or tenants change, maintains a liaison relationship with local property management companies to exchange current information
- Processes bounced checks and failed ACH (Auto-Pay) transactions
- Manages the annual Tax Lien/Tax Roll reporting process and coordinates with the SLO County Assessor's Office

- Self directs and evaluates the need for various audits, such as of Calculated EDU accounts, vacant lot accounts, and properties with a CSD easement

Manages the District's Will-Serve system:

- Performs a preliminary review of proposed projects at the "New Project Referral" stage and submits comments to the County as appropriate
- Processes Will-Serve Applications for projects at the "Minor Use Permit" issuance stage, prepares and issues Intent-to-Serve Letters
- Processes Will-Serve Applications for projects at the "Building Permit" issuance stage, prepares and issues Conditional Will-Serve Letters
- Manages Grants of License & Agreements Affecting Real Property
- Remotely monitors project requirements, processes and issues Extension Applications
- Coordinates sewer connection and field inspections with Operations and Maintenance staff
- Maintains a liaison relationship with the SLO County Department of Planning and Building staff

Reception and Administrative Support:

- Manages the District website, ensures compliance with all applicable laws, rules and regulations
- Manages Public Record Requests
- Maintains District records: Defines document retention periods, destroys aged documents, digitizes hardcopy documents for electronic filing, maintains orderly filing system of electronic documents
- Plans, supervises and evaluates work of assigned personnel, making recommendations to the District Manager as appropriate
- Provides complex and confidential clerical support for the District Manager
- Maintains and reconciles Petty Cash
- Primary respondent to customer requests, inquiries and complaints, responds in person, by telephone, mail and email, represents the District in a professional and friendly manner
- Provides exemplary customer service and makes a reasonable effort to contact customers if there is an issue with their payment, their account status, etc.
- Creates new and updates existing District forms
- Creates graphic materials representing the District (flyers, posters, notices, etc.)
- Proof reads materials for accuracy, completeness, compliance with District policies, formatting, and correct English usage, including grammar, punctuation and spelling
- Processes and distributes incoming and outgoing mail
- Recommends and assists in the implementation of goals and objectives
- Performs assigned and self-directed special assignments as need arises
- Types letters, correspondence and memorandum, keeps and maintains a variety of records, reports and files, assists in compiling and summarizing statistics and records used in the preparation of reports
- On a backup basis and in the absence of the Administrative Accounting Manager, may perform his/her time-sensitive duties such as payroll and accounts payable
- Performs other related work, as directed

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Principles, practices, and techniques involved in the administrative, budgetary and personnel management activities of a public or governmental agency
- Principles of governmental accounting, financing and budgeting
- Applicable laws, codes, regulations, policies and procedures, including but not limited to the Ralph M. Brown Act, the Political Reform Act, the Public Records Act, Form 700s/Conflict of Interest Code
- Effective oral and written communication and interpersonal skills
- Computer software and applications for financial and accounting systems and programs
- Methods, practices and terminology used in public or governmental financial accounting
- Correct English usage, spelling, grammar and punctuation

- Basic mathematics
- Modern office methods, procedures, practices, and equipment
- Information processing techniques

ABILITY TO:

- Perform a variety of activities involved in the overall administrative management activities of a public or governmental agency
- Coordinate and organize office activities and flow of communications and information to ensure effective and efficient outcomes
- Supervise, train and evaluate the performance of assigned staff
- Evaluate administrative management problems and present appropriate corrective alternatives, solutions and recommendations
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Establish and maintain effective working relationships with others; maintain good customer relations
- Operate a computer and office equipment
- Plan and organize own work
- Coordinate and oversee activities involved in the conversion, implementation and installation of new computer hardware, software, and applications of financial and accounting systems
- Make arithmetical calculations with speed and accuracy
- Efficiently enter, verify and record data
- Follow oral and written instructions; speak and write clearly, concisely and effectively
- Work under pressure
- Sustain close visual and mental attention in the performance of routine work

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with a bachelor's degree in business, public administration, accounting or a related field is required. (Job-related, professional-level experience may substitute for the required education, on a year-for-year basis.)
- Three years of increasingly responsible professional-level experience involving work with a variety of administrative operations is required. One year of the required experience must have been in a supervisory position.
- Previous experience working with a computerized utility-based billing system is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license is required at the time of appointment and must be maintained throughout employment.
- At the District's expense and arrangement, it may be required to attend training and successfully pass the exam to qualify for a license as a California Notary.

RESOLUTION NO. 2026-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT RENAMING THE ADMINISTRATIVE ACCOUNTING MANAGER POSITION TO BUSINESS MANAGER, RECLASSIFYING DESIGNATED ADMINISTRATIVE POSITIONS AS EXEMPT EMPLOYEES, AND APPROVING UPDATED CLASS SPECIFICATIONS

WHEREAS, the Cayucos Sanitary District (“District”) is authorized to establish job classifications and compensation in accordance with applicable law, including California wage and hour requirements; and

WHEREAS, the District’s Board of Directors (“Board”) periodically reviews classifications to ensure positions are properly aligned with operational needs and compliant with state and federal labor laws; and

WHEREAS, the District employs the classifications of Administrative Services Manager and Administrative Accounting Manager (collectively, the “Positions”); and

WHEREAS, the District has reviewed the Positions’ actual duties, compensation, and level of responsibility to determine the appropriate classification status under applicable wage and hour laws; and

WHEREAS, the Board finds that the Positions are compensated at a salary level of no less than \$68,640 annually for full-time employment, which equals or exceeds twice the California minimum wage for full-time work, consistent with eligibility for exempt status; and

WHEREAS, the Board further finds that the Positions are primarily engaged in administrative duties, consisting of office work directly related to general District business operations, including but not limited to finance, plan review, human resources, billing, and accounting functions; and

WHEREAS, the Board finds that in performing these functions, the Positions customarily and regularly exercise independent judgment and discretion in carrying out assigned responsibilities, including analyzing information, implementing administrative processes, and supporting operational decision-making; and

WHEREAS, the Board finds that the Positions regularly assist the District Manager, perform work under general supervision, and carry out responsibilities requiring professional judgment in the administration of District operations; and

WHEREAS, the Board further finds that the Positions are office-based administrative roles that are not managerial or supervisory in nature, do not have primary responsibility for operational decision-making, and therefore are appropriately evaluated under the administrative exemption rather than the executive exemption; and

WHEREAS, the Board has reviewed and considered an updated position title for the Administrative Accounting Manager and updated class specifications for the Positions, attached hereto as Exhibit A and Exhibit B and incorporated by reference herein; and

WHEREAS, the Board finds that renaming the Administrative Accounting Manager to Business Manager more accurately reflects the duties of the position, and reclassifying the Positions as exempt administrative positions is consistent with applicable law, clarifies expectations regarding compensation and work performance, and promotes efficient District operations; and

WHEREAS, the Board has considered the fiscal impact of this action and finds that the Positions are currently budgeted and that this action does not create unanticipated fiscal obligations beyond approved compensation levels.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary District as follows:

1. The foregoing recitals are true and correct and are incorporated herein by this reference.
2. Effective July 1, 2026, the position of Administrative Accounting Manager is hereby retitled as Business Manager, which more accurately reflects the duties and responsibilities of the job.
3. Effective July 1, 2026, the following positions are hereby reclassified as exempt administrative positions:
 1. Administrative Services Manager
 2. Business Manager

This designation is based on the Board's findings that the Positions meet the criteria for the administrative exemption, including salary basis, primary duties, and exercise of independent judgment.

4. The Board hereby adopts the updated class specifications attached as Exhibit A and Exhibit B, which accurately reflect the duties, responsibilities, and expectations of the Positions consistent with exempt administrative status.
5. The Board expressly finds:
 - a. Salary Basis Requirement Met. The Positions are compensated on a salary basis at no less than twice the state minimum wage for full-time work, satisfying the compensation threshold for exempt status.
 - b. Administrative Duties. The Positions are primarily engaged in office or non-manual work directly related to the general business operations of the District, including finance, accounting, billing, human resources, and plan review.
 - c. Independent Judgment. The Positions regularly exercise discretion and independent judgment with respect to matters of significance in carrying out assigned duties and supporting District administrative functions.

- d. Role Relative to Management. The Positions assist the District Manager and operate under general supervision, applying professional and administrative expertise in executing District functions.
- e. Non-Executive Nature. The Positions do not primarily perform supervisory or managerial functions and are not responsible for directing the work of subordinate employees or making final operational decisions; therefore, the exemption is appropriately based on the administrative exemption rather than the executive exemption.

6. The District Manager, or designee, is authorized and directed to implement this Resolution, including updating personnel records, classification documents, and internal administrative policies as necessary.

7. The Board finds that the reclassification is consistent with the District’s adopted budget and compensation framework.

8. If any provision of this Resolution is held invalid, such invalidity shall not affect the other provisions.

9. This Resolution shall take effect immediately upon adoption, with reclassification effective as specified in Section 2.

PASSED AND ADOPTED by the Board of Directors of the Cayucos Sanitary District this 21st day of May, 2026, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Robert B. Enns
President of the Board of Directors

ATTEST:

Amy Lessi
Board Secretary

Attachments:

Exhibit A – Business Manager

Exhibit B – Administrative Services Manager

Exhibit A
Business Manager Job Description



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
P.O. Box 333, Cayucos, California 93430-0333
www.cayucos-sanitary-district.gov
805-995-3290

BUSINESS MANAGER

JOB DESCRIPTION
FSLA STATUS: EXEMPT

DEFINITION:

The Business Manager position is office based and administrative in nature. The position supports general District office-based functions. The position assists the District Manager in carrying out District operations and functions. Under general direction of the District Manager, the position handles substantive matters and has significant responsibility with the coordination, analysis, and implementation of; administrative, financial, purchasing and personnel departments of the District, and assures related activities comply with established District standards, requirements, policies, and procedures; assists in establishing and maintaining timelines and priorities. The position is not supervisory and is distinguished from field/operational and executive management roles by its office-based accounting, personnel, purchasing, and financial duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial Reporting & System Management:

- Manages the District's accounting and fiscal matters; produces various statistical and financial reports in accordance with generally accepted accounting principles; manages District cash flow; reviews, develops and implements program goals and policies related to District fiscal accounting matters.
- Maintains the computerized financial accounting system including accounts receivable, accounts payable, general ledger, account analysis and reconciliation, and financial reports for District Manager and Board review
- Coordinates the annual financial audit, including maintenance of fixed asset reports, reconciliation and analysis of receivables and payables, making adjusting journal entries, and gathering records and reports for use by the independent auditor
- Following completion of the annual financial audit, ensure filing of Special District Financial Transactions Report with the California State Controller
- Responsible for compiling and summarizing statistics and records used in preparation of reports, including monthly and quarterly cash, savings and financial investment activity, cash disbursement ledger, list of payments pending approval of the District Board, and accounting for Capital Projects
- Maintain accounting records for various project grants
- Ensure annual Use Tax Return is filed with the California Department of Tax and Fee Administration; maintains sales tax records
- Maintains the District's contract administration and insurance programs for property & liability and workers' compensation plans; prepares reports, claims administration and remittance of benefit contributions for same
- Maintains the District's accounting and payroll systems including disbursements, processing of payroll, making transfers of funds and accounts payable

Payroll, Benefits & Human Resources:

- Acts as District's payroll and benefits administrator; develops and implements program goals and policies related to District payroll, benefits and related human resources functions
- Prepares and files all payroll-related reports, including quarterly and annual payroll tax returns, annual W-2s, annual W-3s, annual 1099s and remittance of payroll tax deposits
- Prepares reports and remittance of benefit contributions for District PERS retirement, health (medical, dental, vision) insurance, and deferred compensation programs; administer post-retirement benefit transactions

- Responsible for the annual health insurance plan updates, health insurance open enrollment activities, additions and deletions to PERS retirement and health insurance plans
- Maintains and organizes leave requests, call out submissions, time sheets and other records related to the implementation of bi-weekly payroll.
- Responsible for maintaining personnel records
- Coordinates hiring of new employees including placing advertisements, scheduling of interviews, screening of applicants, completion of on-boarding paperwork

Budget Management & Purchasing:

- Prepares, controls and monitors the annual budget; develops fiscal reporting systems and implements budgetary controls; analyzes revenue and expense history and makes recommendations; develops and implements procedures related to District budget development and accounting.
- Maintains office operations; oversees the purchasing function of the District; directs preparation of requisitions and payment processing including equipment purchases and leases, hardware and software acquisitions, office equipment repairs and maintenance contracts
- Creates, coordinates and maintains contracts for vendors and contractors, ensuring contractual obligations are met
- Prepares and ensures obligatory reports are filed in a timely manner including annual reports to the State Controller's Office, Department of Industrial Relations, US Department of Commerce Census Bureau, US Department of Labor, Air Pollution Control District of San Luis Obispo County, Regional Water Quality Control Board, San Luis Obispo County Department of Environmental Health (CUPA), County of San Luis Obispo Department of Public Works, OSHA, and other agencies as required

Debt Service Management:

- Manage financial records connected with the District's long-term debt obligations
- Maintain compliance with debt covenants on continuing disclosure, debt coverage ratios, timely payments and reporting
- Prepare and file Annual Debt Transparency Report with California Debt and Investment Advisory Commission.

Other Duties:

- In coordination with the District Manager and Administrative Services Manager/Clerk of the Board, assist with preparation and compilation of meeting agendas and reports
- Provide administrative support to the District Manager
- Provide technical information and assistance to the District Manager concerning administrative programs, needs, and issues; assists with formulation and development of policies and procedures
- Keeps and maintains a variety of records, journals, ledgers, reports, and files
- Maintains electronic document storage, which includes file mapping, organization, digitizing of hardcopy documents
- Performs reception and administrative support activities which include assisting customers to gain access to services, screening and directing calls and referring to appropriate individuals for handling, answering questions from the public and inquiries relating to District policies and procedures
- On a backup basis and in the absence of the Administrative Services Manager/Clerk of the Board, performs their time-sensitive duties such as payment processing and Board meeting preparation
- Preparation of grants and grant related paperwork.
- Performs other related duties and work as directed

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Principles, practices, and techniques involved in the administrative and personnel management activities of a public or governmental agency
- Principles of governmental accounting, financing and budgeting
- Applicable laws, codes, regulations, policies and procedures
- Effective oral and written communication and interpersonal skills
- Computer software and applications for financial and accounting systems and programs
- Methods, practices and terminology used in public or governmental financial accounting
- Correct English usage, spelling, grammar and punctuation
- Accounting and basic mathematics

- Modern office methods, procedures, practices, and equipment
- Information processing techniques
- Funding sources, including grants, loans, capital financing and other financing sources of wastewater construction projects

ABILITY TO:

- Perform a variety of activities involved in the overall administrative, budgetary, and personnel management activities of a public or governmental agency
- Coordinate and organize office activities and flow of communications and information to ensure effective and efficient outcomes
- Supervise, train and evaluate the performance of assigned staff
- Evaluate administrative management problems and present appropriate corrective alternatives, solutions and recommendations
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Establish and maintain effective working relationships with others; maintain good customer relations
- Operate a computer and office equipment
- Plan and organize own work
- Coordinate and oversee activities involved in the conversion, implementation and installation of new computer hardware, software, and applications of financial and accounting systems
- Make arithmetical calculations with speed and accuracy
- Efficiently enter, verify and record data
- Follow oral and written instructions; speak and write clearly, concisely and effectively
- Work under pressure
- Sustain close visual and mental attention in the performance of routine work
- Engage in search and application of grants, loans, capital financing and other funding sources of wastewater construction, planning, and related projects

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with a bachelor's degree in business, public administration, accounting or a related field is required. (Job-related, professional-level experience may substitute for the required education, on a year-for-year basis.)
- Three years of increasingly responsible professional-level experience involving work with a variety of administrative operations is required. One year of the required experience must have been in a supervisory position.
- Previous experience working with a computerized utility-based billing system is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license is required at the time of appointment and must be maintained throughout employment.
- At the District's expense and arrangement, it may be required to attend training and successfully pass the exam to qualify for a license as a California Notary.

Exhibit B
Administrative Services Manager/Board Secretary
Job Description



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
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www.cayucossd.org
805-995-3290

ADMINISTRATIVE SERVICES MANAGER/BOARD SECRETARY

JOB DESCRIPTION

FSLA STATUS: EXEMPT

DEFINITION:

The Administrative Services Manager/Board Secretary position is office based and administrative in nature. The position supports general District office-based operations. The position assists the District Manager in carrying out District operations and functions. Under general direction of the District Manager the position handles substantive matters and has significant responsibility dealing with the administrative accounts receivable, and Board secretary departments of the District, and assures related activities comply with established District standards, policies, procedures, and legal requirements; assists in establishing and maintaining timelines and priorities. The position is distinguished from field/operational and executive management roles by its office-based financial, Board secretary and sewer connection plan duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board Secretary:

- Prepares, compiles and distributes Board of Directors' meeting packets and agendas, drafts and/or proof reads Staff Reports, Resolutions, Ordinances, Proposition 218 Notices, and other legal notices, reports and documents, ensuring compliance with all applicable laws, rules and regulations
- Attends Board meetings and maintains an accurate record of proceedings, prepares and publishes meeting minutes
- Provides administrative support to the Board, prepares correspondence, schedules meetings, responds to inquiries, makes travel arrangements
- Maintains the District's Conflict of Interest Code and ensures compliance with Form 700 requirements
- Ensures compliance with required Ethics & Sexual Harassment Prevention trainings for the Board and staff
- Elections and Board vacancies: Prepares and publishes Notices of Vacancy, Applications for Appointment to fill vacancies, Notices of Appointment, and Statements of Fact, facilitates onboarding of new Directors, maintains and administers Oaths of Office, ensures compliance with all applicable laws, rules and regulations
- Completes the Transparency Challenge by the Special District Leadership Foundation
- May attend the Special District Risk Management Authority's Board Secretary Conference
- Stays informed of pertinent laws, codes and regulations impacting Board functions

Manages the District's Sewer Billing System (CUSI):

- Processes monthly sewer billing
- Processes all cash, check, credit card, and ACH (Auto-Pay) customer payments, makes adjusting entries when necessary
- Maintains an accurate record of customer accounts: updates account information when a property changes ownership or tenants change, maintains a liaison relationship with local property management companies to exchange current information
- Processes bounced checks and failed ACH (Auto-Pay) transactions
- Manages the annual Tax Lien/Tax Roll reporting process and coordinates with the SLO County Assessor's Office
- Self directs and evaluates the need for various audits, such as of Calculated EDU accounts, vacant lot accounts, and properties with a CSD easement

Manages the District's Will-Serve system:

- Performs a preliminary review of proposed projects at the "New Project Referral" stage and submits comments to the County as appropriate
- Processes Will-Serve Applications for projects at the "Minor Use Permit" issuance stage, prepares and issues Intent-to-Serve Letters
- Processes Will-Serve Applications for projects at the "Building Permit" issuance stage, prepares and issues Conditional Will-Serve Letters
- Manages Grants of License & Agreements Affecting Real Property
- Remotely monitors project requirements, processes and issues Extension Applications
- Coordinates sewer connection and field inspections with Operations and Maintenance staff
- Maintains a liaison relationship with the SLO County Department of Planning and Building staff

Reception and Administrative Support:

- Manages the District website, ensures compliance with all applicable laws, rules and regulations
- Manages Public Record Requests
- Maintains District records: Defines document retention periods, destroys aged documents, digitizes hardcopy documents for electronic filing, maintains orderly filing system of electronic documents
- Plans, supervises and evaluates work of assigned personnel, making recommendations to the District Manager as appropriate
- Provides complex and confidential clerical support for the District Manager
- Maintains and reconciles Petty Cash
- Primary respondent to customer requests, inquiries and complaints, responds in person, by telephone, mail and email, represents the District in a professional and friendly manner
- Provides exemplary customer service and makes a reasonable effort to contact customers if there is an issue with their payment, their account status, etc.
- Creates new and updates existing District forms
- Creates graphic materials representing the District (flyers, posters, notices, etc.)
- Proof reads materials for accuracy, completeness, compliance with District policies, formatting, and correct English usage, including grammar, punctuation and spelling
- Processes and distributes incoming and outgoing mail
- Recommends and assists in the implementation of goals and objectives
- Performs assigned and self-directed special assignments as need arises
- Types letters, correspondence and memorandum, keeps and maintains a variety of records, reports and files, assists in compiling and summarizing statistics and records used in the preparation of reports
- On a backup basis and in the absence of the Administrative Accounting Manager, may perform his/her time-sensitive duties such as payroll and accounts payable
- Performs other related work, as directed

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Principles, practices, and techniques involved in the administrative, budgetary and personnel management activities of a public or governmental agency
- Principles of governmental accounting, financing and budgeting
- Applicable laws, codes, regulations, policies and procedures, including but not limited to the Ralph M. Brown Act, the Political Reform Act, the Public Records Act, Form 700s/Conflict of Interest Code
- Effective oral and written communication and interpersonal skills
- Computer software and applications for financial and accounting systems and programs
- Methods, practices and terminology used in public or governmental financial accounting
- Correct English usage, spelling, grammar and punctuation
- Basic mathematics
- Modern office methods, procedures, practices, and equipment
- Information processing techniques

ABILITY TO:

- Perform a variety of activities involved in the overall administrative management activities of a public or governmental agency
- Coordinate and organize office activities and flow of communications and information to ensure effective and efficient outcomes
- Supervise, train and evaluate the performance of assigned staff
- Evaluate administrative management problems and present appropriate corrective alternatives, solutions and recommendations
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Establish and maintain effective working relationships with others; maintain good customer relations
- Operate a computer and office equipment
- Plan and organize own work
- Coordinate and oversee activities involved in the conversion, implementation and installation of new computer hardware, software, and applications of financial and accounting systems
- Make arithmetical calculations with speed and accuracy
- Efficiently enter, verify and record data
- Follow oral and written instructions; speak and write clearly, concisely and effectively
- Work under pressure
- Sustain close visual and mental attention in the performance of routine work

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with a bachelor's degree in business, public administration, accounting or a related field is required. (Job-related, professional-level experience may substitute for the required education, on a year-for-year basis.)
- Three years of increasingly responsible professional-level experience involving work with a variety of administrative operations is required. One year of the required experience must have been in a supervisory position.
- Previous experience working with a computerized utility-based billing system is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license is required at the time of appointment and must be maintained throughout employment.
- At the District's expense and arrangement, it may be required to attend training and successfully pass the exam to qualify for a license as a California Notary.



CAYUCOS SANITARY DISTRICT STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: MAY 21, 2026

**SUBJECT: DISCUSSION AND CONSIDERATION TO ADOPT CAYUCOS
SANITARY DISTRICT RESOLUTION 2026-06 AMENDING THE
DISTRICT'S SALARY SCHEDULE**

BACKGROUND

District staff developed a draft revised Salary Schedule (Attachment 1) for fiscal year 2026/2027. The revised Salary Schedule includes a proposed 3% Cost of Living Adjustment (COLA) for all positions, increases to the District's standby pay for weekdays, weekend and holidays, and wage adjustments for the Lead Collection Worker and the Business Manager positions. The COLA, standby pay, and wage adjustments are described below.

Cost of Living Adjustment - A 3% COLA is proposed starting on July 1, 2026, for District staff. As part of our annual salary review, a comparison was made between the Consumer Price Index (CPI), Social Security Cost of Living Allowance (Allowance) increases and District COLA history. During the period covering 2020-2026, CPI increased 27.15%, Social Security Allowance increased 26.0% and CSD COLA increased 24%. The Board has maintained wages just under the CPI over the last five years. Staff recommends that the Board continue to maintain a competitive wage base by keeping up with inflation. The Draft FY2026/2027 budget includes funding for a proposed 3% COLA. Staff prepared a separate table in Attachment 2 to show additional COLA options. The table compares the fiscal impact of 3%, 5%, and a flat rate for all employees. A 3% COLA will increase District labor costs by approximately \$37,676 next fiscal year.

Proposed Standby Pay Adjustment- Staff is proposing to raise the current standby pay daily reimbursement rates to maintain staff pay competitiveness. A survey of the District's peer agencies (Attachment 3) determined that the District's standby pay is on average lower than the four area Districts surveyed. The District currently pays a lump sum for being on call after hours during the week (\$50), weekend (\$50), and holidays (\$70). The District's next nearest peer agency pays approximately \$10 per weekday more than the District. Therefore, staff recommends that the standby pay rate be adjusted to be slightly more competitive than our peer agencies by raising standby pay to weekday (\$60), weekend (\$70), and holiday (\$80). The proposed standby pay increase will increase District labor costs by approximately \$9,360 next fiscal year.

Salary Adjustments - Wage disparities between the District and its peers presents a potential staffing challenge as it is more difficult to recruit candidates during vacancies, and the lure of higher pay at other agencies can make positions at those agencies more enticing. Lastly, as property and rentals become more expensive within the ½ hour on call response radius, lower wages makes it difficult to recruit and retain quality staff.

A compensation comparison was conducted to determine salary competitiveness for Collections and Operations positions. Staff evaluated positions and pay at local peer agencies for similar duties and responsibilities. The Lead Collection Worker wage is below the median pay of District peer agencies by approximately \$5.75 per hour. This is concerning as the District Lead Worker position supervises staff, supervises collections related capital projects, and schedules and plans collections work.

Therefore, staff is proposing to adjust the wages of the Lead Collection Worker Classification to be competitive with median wage of the District's peer agencies. Staff is proposing a \$5.50 per hour increase to the Lead Collection Worker Step 4, the approximate middle wage in the classification. The chart in Attachment 4 shows the existing and proposed compensation for the Lead Collection worker vs other peer wastewater agencies. Other steps in the Lead and Collection Worker classifications were also adjusted to provide a higher or lower 5% separation for each step. The wage adjustments maintain a separation between Collection Worker 1-3 and Lead Collection Worker to reflect the greater staff and project supervision functions required by the position. This will ensure that the District's wages remain competitive with peer agencies and the local economy. The proposed hourly Collection Worker wages are shown in Attachment 5. The proposal includes the 3% prior to Wage Adjustment. The proposed Collection Worker wage adjustment will increase District labor costs by approximately \$11,440 (this number includes the proposed 3% COLA) next Fiscal Year.

Lastly, the wages of the District Administrative Accounting Manager are proposed to be aligned with the wages of the Administrative Services Manager/Board Secretary. Both positions perform work that is complex in nature, varied, requires a high level of skill and District knowledge, and has an equal level of professional responsibility. In addition, the job responsibilities of the Administrative Accounting Manager have increased over the last couple of years because of increased financial duties related to Governmental Accounting Standards Board reporting, increased payroll and benefit coordination, additional human resources responsibilities, and tracking and management of the District's USDA loan. Lastly, the Administrative Accounting Manager will also be involved with management of the District's investments once that strategy is finalized with OIP later this year. The proposed Administrative Accounting Manager wage adjustment is shown in Attachment 6. The proposed wage table adjustment will increase District labor costs by approximately \$10,213 next Fiscal Year.

The proposed salary adjustments in total will cost the District approximately \$68,689 next fiscal year.

FISCAL IMPACT

Adoption of the 2026/2027 Salary Schedule will increase wages by \$68,689 next year. The proposed FY2026/2027 budget includes funding for the proposed Salary Schedule adjustments.

CEQA

Staff finds that this action is not a project under the California Environmental Quality Act pursuant to State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

RECOMMENDATION

Staff recommends that the Board of Directors Adopt Resolution 2026-06 Amending the District's Salary Schedule.

ATTACHMENTS

1. Proposed Wage Table for FY 2026/2027
2. Cost of Living Adjustment Detail and Options
3. Standby Pay Survey Chart
4. Lead Collection Worker Comparison Chart
5. Collection Worker Wage Adjustment Detail
6. Business Manager Wage Adjustment Detail
7. Resolution 2026-06



CAYUCOS SANITARY DISTRICT

Salary Schedule Proposed for FY 26/27

AGENDA ITEM:

9

Attachment 1

Approved xx/xx/xxxx

		MIN STEP A	STEP B	STEP C	STEP D	STEP E	MAX STEP F
POSITION			5%	5%	5%	5%	5%
DISTRICT MANAGER <i>Full-Time Exempt - Contract</i>							\$ 92.31
	Bi-Wkly	N/A	N/A	N/A	N/A	N/A	\$ 7,384.62
	Annual						\$ 192,000.00
BUSINESS MANAGER <i>Full-Time Exempt</i>	Hourly	\$ 52.33	\$ 54.95	\$ 57.70	\$ 60.59	\$ 63.62	\$ 66.80
	Bi-Wkly	\$ 4,186.40	\$ 4,396.00	\$ 4,616.00	\$ 4,847.20	\$ 5,089.60	\$ 5,344.00
	Annual	\$ 108,846.40	\$ 114,296.00	\$ 120,016.00	\$ 126,027.20	\$ 132,329.60	\$ 138,944.00
ADMINISTRATIVE SERVICES MANAGER/ BOARD SECRETARY <i>Full-Time Exempt</i>	Hourly	\$ 52.33	\$ 54.95	\$ 57.70	\$ 60.59	\$ 63.62	\$ 66.80
	Bi-Wkly	\$ 4,186.40	\$ 4,396.00	\$ 4,616.00	\$ 4,847.20	\$ 5,089.60	\$ 5,344.00
	Annual	\$ 108,846.40	\$ 114,296.00	\$ 120,016.00	\$ 126,027.20	\$ 132,329.60	\$ 138,944.00
COLLECTION WORKER TRAINEE	Hourly	\$ 22.72	\$ 23.86	\$ 25.05	\$ 26.30	\$ 27.62	\$ 29.00
	Bi-Wkly	\$ 1,817.60	\$ 1,908.80	\$ 2,004.00	\$ 2,104.00	\$ 2,209.60	\$ 2,320.00
	Annual	\$ 47,257.60	\$ 49,628.80	\$ 52,104.00	\$ 54,704.00	\$ 57,449.60	\$ 60,320.00
COLLECTION WORKER I	Hourly	\$ 27.82	\$ 29.21	\$ 30.67	\$ 32.20	\$ 33.81	\$ 35.50
	Bi-Wkly	\$ 2,225.60	\$ 2,336.80	\$ 2,453.60	\$ 2,576.00	\$ 2,704.80	\$ 2,840.00
	Annual	\$ 57,865.60	\$ 60,756.80	\$ 63,793.60	\$ 66,976.00	\$ 70,324.80	\$ 73,840.00
COLLECTION WORKER II <i>Vacant</i>	Hourly	\$ 30.79	\$ 32.33	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30
	Bi-Wkly	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00	\$ 2,852.00	\$ 2,994.40	\$ 3,144.00
	Annual	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00	\$ 74,152.00	\$ 77,854.40	\$ 81,744.00
COLLECTION WORKER III <i>Vacant</i>	Hourly	\$ 34.01	\$ 35.71	\$ 37.50	\$ 39.38	\$ 41.35	\$ 43.42
	Bi-Wkly	\$ 2,720.80	\$ 2,856.80	\$ 3,000.00	\$ 3,150.40	\$ 3,308.00	\$ 3,473.60
	Annual	\$ 70,740.80	\$ 74,276.80	\$ 78,000.00	\$ 81,910.40	\$ 86,008.00	\$ 90,313.60
LEAD COLLECTION WORKER	Hourly	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.25	\$ 52.76	\$ 55.40
	Bi-Wkly	\$ 3,472.80	\$ 3,646.40	\$ 3,828.80	\$ 4,020.00	\$ 4,220.80	\$ 4,432.00
	Annual	\$ 90,292.80	\$ 94,806.40	\$ 99,548.80	\$ 104,520.00	\$ 109,740.80	\$ 115,232.00
OPERATOR-IN-TRAINING <i>Vacant</i>	Hourly	\$ 27.82	\$ 29.21	\$ 30.67	\$ 32.20	\$ 33.81	\$ 35.50
	Bi-Wkly	\$ 2,225.60	\$ 2,336.80	\$ 2,453.60	\$ 2,576.00	\$ 2,704.80	\$ 2,840.00
	Annual	\$ 57,865.60	\$ 60,756.80	\$ 63,793.60	\$ 66,976.00	\$ 70,324.80	\$ 73,840.00

		MIN STEP A	STEP B	STEP C	STEP D	STEP E	MAX STEP F
POSITION		5%	5%	5%	5%	5%	5%
TREATMENT PLANT OPERATOR I <i>Vacant</i>	Hourly	\$ 36.43	\$ 38.25	\$ 40.16	\$ 42.17	\$ 44.28	\$ 46.49
	Bi-Wkly	\$ 2,914.40	\$ 3,060.00	\$ 3,212.80	\$ 3,373.60	\$ 3,542.40	\$ 3,719.20
	Annual	\$ 75,774.40	\$ 79,560.00	\$ 83,532.80	\$ 87,713.60	\$ 92,102.40	\$ 96,699.20
TREATMENT PLANT OPERATOR II	Hourly	\$39.16	\$41.12	\$43.18	\$45.34	\$47.61	\$49.99
	Bi-Wkly	\$3,132.80	\$3,289.60	\$3,454.40	\$3,627.20	\$3,808.80	\$3,999.20
	Annual	\$81,452.80	\$85,529.60	\$89,814.40	\$94,307.20	\$99,028.80	\$103,979.20
TREATMENT PLANT OPERATOR III	Hourly	\$44.50	\$46.73	\$49.07	\$51.52	\$54.10	\$56.59
	Bi-Wkly	\$3,560.00	\$3,738.40	\$3,925.60	\$4,121.60	\$4,328.00	\$4,527.20
	Annual	\$92,560.00	\$97,198.40	\$102,065.60	\$107,161.60	\$112,528.00	\$117,707.20
CHIEF PLANT OPERATOR	Hourly	\$56.18	\$58.99	\$61.94	\$65.04	\$68.29	\$71.70
	Bi-Wkly	\$4,494.40	\$4,719.20	\$4,955.20	\$5,203.20	\$5,463.20	\$5,736.00
	Annual	\$116,854.40	\$122,699.20	\$128,835.20	\$135,283.20	\$142,043.20	\$149,136.00

All positions are full-time hourly, unless otherwise noted.

New employees will generally be hired at Step A unless it can be demonstrated that, based on the inordinate qualifications of the prospective employee, advanced salary placement is warranted. In no event can the District Manager hire in beyond the mid-point of the range without the express approval of the District Board.

Upon successful completion of the introductory period, an employee will be moved to subsequent steps within their salary range based upon "merit" tied to performance evaluation.

Annually the Board will consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step and range plan will be automatically adjusted accordingly. Therefore, an employee may receive both a step adjustment based upon "merit" and a COLA in any given year until the employee reaches Step F. Upon reaching Step F, the only salary adjustment will be the Board-approved COLA until the employee is eligible for longevity pay increases.

~~*Upon the anniversary of the 10th, 15th and 20th years of service.~~

Longevity Pay will be awarded in 2.5% increments when the employee has completed 10 years in the same position or 15 years of overall employment; increasing 2.5% every 5 years thereafter. See Employee Handbook for additional details.

Standby Pay: Standby Pay shall be \$60 per weekday, \$70 per weekend, and \$80 per holiday.



Proposed Cost of Living Adjustment

FY 26/27

AGENDA ITEM:

9

Attachment 2

	Salaries	Standby Pay	Taxes & PERS	Combined	Overall FY Impact
26/27 Salaries w/o COLA	\$ 1,109,594	\$ 36,800	\$ 202,114	\$ 1,348,508	
26/27 Salaries w/o COLA add Staff Adj.	\$ 1,134,928	\$ 36,800	\$ 206,061	\$ 1,377,789	\$ 29,281
3% increase, no Standby adj.	\$ 1,163,060	\$ 36,800	\$ 210,890	\$ 1,410,751	\$ 62,243
3% increase, add Standby	\$ 1,163,060	\$ 53,440	\$ 212,163	\$ 1,428,663	\$ 80,155
5% increase	\$ 1,181,815	\$ 53,440	\$ 215,383	\$ 1,450,637	\$ 102,129
Alternative: \$1.5/hour across the board	\$ 1,163,467	\$ 53,440	\$ 212,133	\$ 1,429,040	\$ 80,532
Alternative: \$2/hour across the board	\$ 1,172,980	\$ 53,440	\$ 213,732	\$ 1,440,153	\$ 91,645

CSD COLA History

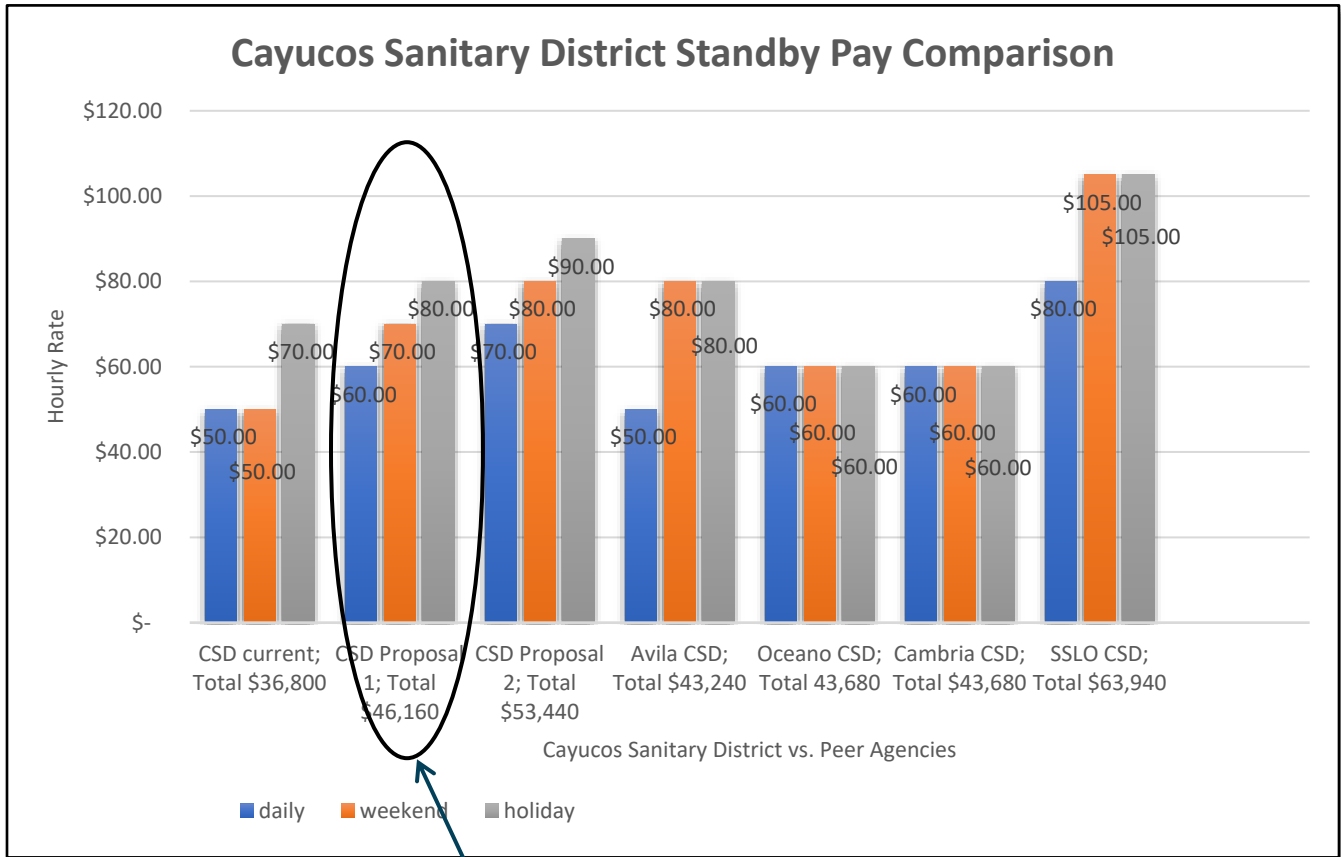
7/1/2021	3.00%
7/1/2022	6.00%
7/1/2023	5.00%
7/1/2024	6.00%
7/1/2025	\$2.00/hour

CPI - West Urban, not seasonally adjusted

2020 Average	1.75%
2021 Average	4.50%
2022 Average	8.00%
2023 Average	4.30%
2024 3 Month Avg	3.30%
2025 3 Month Avg	2.40%
2026 3 Month Avg	2.90%

SSA 2026 increase - 2.80%

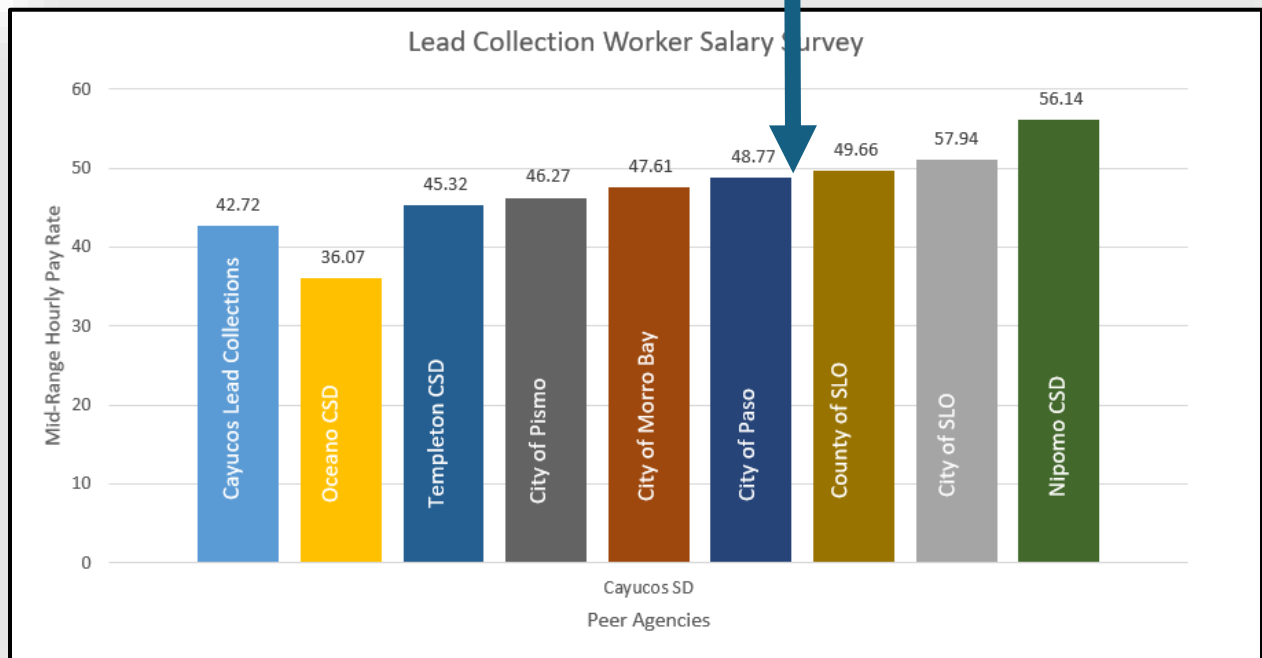
Chart 1 – Standby Pay Comparison



Proposed Standby Increase

Lead Worker Comparison Chart

PROPOSED CSD MEDIAN PAY, \$49.11 With 3% COLA





Cayucos Sanitary District

Proposed Collection Worker Pathway Schedule Adjustment

AGENDA ITEM:

9

Attachment 5

Position		Min Step A	Step B	Step C	Step D	Step E	Max Step F
COLLECTION WORKER TRAINEE <i>Full-Time</i>	Exst Hourly	\$ 22.06	\$ 23.16	\$ 24.32	\$ 25.54	\$ 26.82	\$ 28.16
	New Hourly	\$22.72	\$23.86	\$25.05	\$26.30	\$27.62	\$29.00
	New Bi-Wkly	\$ 1,817.60	\$ 1,908.48	\$ 2,003.90	\$ 2,104.10	\$ 2,209.30	\$ 2,319.77
	New Annual	\$ 47,257.60	\$ 49,620.48	\$ 52,101.50	\$ 54,706.58	\$ 57,441.91	\$ 60,314.00
COLLECTION WORKER I <i>Full-Time</i>	Exst Hourly	\$ 27.01	\$ 28.36	\$ 29.78	\$ 31.27	\$ 32.83	\$ 34.47
	New Hourly	\$27.82	\$29.21	\$30.67	\$32.20	\$33.81	\$35.50
	New Bi-Wkly	\$ 2,160.80	\$ 2,268.80	\$ 2,382.40	\$ 2,501.60	\$ 2,626.40	\$ 2,757.60
	New Annual	\$ 56,180.80	\$ 58,988.80	\$ 61,942.40	\$ 65,041.60	\$ 68,286.40	\$ 71,697.60
COLLECTION WORKER II <i>Vacant</i>	Exst Hourly	\$ 28.35	\$ 29.77	\$ 31.26	\$ 32.82	\$ 34.46	\$ 36.18
	New Hourly	\$ 30.79	\$ 32.33	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30
	New Bi-Wkly	\$ 2,463.49	\$ 2,586.67	\$ 2,716.00	\$ 2,851.80	\$ 2,994.39	\$ 3,144.11
	New Annual	\$ 64,050.79	\$ 67,253.33	\$ 70,616.00	\$ 74,146.80	\$ 77,854.14	\$ 81,746.85
COLLECTION WORKER III <i>Vacant</i>	Exst Hourly	\$ 32.72	\$ 34.36	\$ 36.08	\$ 37.88	\$ 39.77	\$ 41.76
	New Hourly	\$34.01	\$35.71	\$37.50	\$39.37	\$41.34	\$43.41
	New Bi-Wkly	\$ 2,721.08	\$ 2,857.14	\$ 2,999.99	\$ 3,149.99	\$ 3,307.49	\$ 3,472.87
	New Annual	\$ 70,748.18	\$ 74,285.59	\$ 77,999.87	\$ 81,899.86	\$ 85,994.85	\$ 90,294.59
LEAD COLLECTION WORKER <i>Full-Time</i>	Exst Hourly	\$ 37.53	\$ 39.41	\$ 41.38	\$ 43.45	\$ 45.62	\$ 47.90
	New Hourly	\$43.41	\$45.58	\$47.86	\$50.25	\$52.77	\$55.40
	New Bi-Wkly	\$ 3,472.87	\$ 3,646.51	\$ 3,828.84	\$ 4,020.28	\$ 4,221.29	\$ 4,432.36
	New Annual	\$ 90,294.59	\$ 94,809.32	\$ 99,549.79	\$ 104,527.28	\$ 109,753.64	\$ 115,241.33

Step C includes the 3% COLA and is 5% lower than Step D.

Step D is adjusted by \$5.50 per hour and includes the 3% COLA.

Step E includes the COLA and is 5% higher than Step D.



Cayucos Sanitary District

Proposed Business Manager Schedule Adjustment

AGENDA ITEM:

9

Attachment 6

Position		Min Step A	Step B	Step C	Step D	Step E	Max Step F
BUSINESS MANAGER (Formerly Administrative Accounting Mgr.) <i>Full-Time</i>	Exst Hourly	\$ 38.08	\$ 39.98	\$ 41.98	\$ 44.08	\$ 46.28	\$ 48.59
	New Hourly	\$ 52.33	\$ 54.95	\$ 57.70	\$ 60.59	\$ 63.62	\$ 66.80
	New Bi-Wkly	\$ 4,186.40	\$ 4,396.00	\$ 4,616.00	\$ 4,847.20	\$ 5,089.60	\$ 5,344.00
	New Annual	\$ 108,846.40	\$ 114,296.00	\$ 120,016.00	\$ 126,027.20	\$ 132,329.60	\$ 138,944.00

RESOLUTION NO. 2026-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAYUCOS SANITARY DISTRICT AMENDING THE DISTRICT'S SALARY SCHEDULE

WHEREAS, the Board of Directors recommends that staff receive a 3% cost of living adjustment to their wages for the fiscal year beginning July 1, 2026; and

WHEREAS, the Board of Directors recommends that the Lead Collection Worker and Business Manager (formerly Administrative Accounting Manager) wages be adjusted for the fiscal year beginning July 1, 2026; and

WHEREAS, the Board of Directors recommends that staff subject to standby pay receive an adjustment to the weekday, weekend, and holiday rate for the fiscal year beginning July 1, 2026; and

WHEREAS, CalPERS requires that pay amounts be established pursuant to publicly available schedules; and

WHEREAS, publicly available salary schedules are required to comply with California Code of Regulations (CCR) Section 570.5.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cayucos Sanitary

District as follows:

1. The revised Cayucos Sanitary District Salary Schedule, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.
2. In accordance with CalPERS regulation CCR §570.5, the pay rate and pay schedule are amended and represent recommended increases.
3. This Resolution and the salaries contained in Exhibit A shall constitute a publicly available pay schedule as required by Government Code Section 20480. Pursuant to CCR §570.5, it shall be immediately accessible and available for public review at the District's office during the District's normal business hours and posted on the District's website.
4. The District shall permanently retain this resolution and the pay schedule contained herein in its official records.

PASSED AND ADOPTED by the Board of Directors of the Cayucos Sanitary District at a regularly scheduled Board Meeting held on May 21, 2026, by the following roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Robert B. Enns, President
Cayucos Sanitary District

ATTEST:

APPROVED AS TO FORM:

David M. Athey, District Manager

Timothy J. Carmel, District Counsel



Exhibit "A"

CAYUCOS SANITARY DISTRICT

Salary Schedule Proposed for FY 26/27

Approved xx/xx/xxxx

POSITION		MIN					MAX
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
			5%	5%	5%	5%	5%
DISTRICT MANAGER <i>Full-Time Exempt - Contract</i>							\$ 92.31
	Bi-Wkly	N/A	N/A	N/A	N/A	N/A	\$ 7,384.62
	Annual						\$ 192,000.00
BUSINESS MANAGER <i>Full-Time Exempt</i>	Hourly	\$ 52.33	\$ 54.95	\$ 57.70	\$ 60.59	\$ 63.62	\$ 66.80
	Bi-Wkly	\$ 4,186.40	\$ 4,396.00	\$ 4,616.00	\$ 4,847.20	\$ 5,089.60	\$ 5,344.00
	Annual	\$ 108,846.40	\$ 114,296.00	\$ 120,016.00	\$ 126,027.20	\$ 132,329.60	\$ 138,944.00
ADMINISTRATIVE SERVICES MANAGER/ BOARD SECRETARY <i>Full-Time Exempt</i>	Hourly	\$ 52.33	\$ 54.95	\$ 57.70	\$ 60.59	\$ 63.62	\$ 66.80
	Bi-Wkly	\$ 4,186.40	\$ 4,396.00	\$ 4,616.00	\$ 4,847.20	\$ 5,089.60	\$ 5,344.00
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COLLECTION WORKER I	Hourly	\$ 27.82	\$ 29.21	\$ 30.67	\$ 32.20	\$ 33.81	\$ 35.50
	Bi-Wkly	\$ 2,225.60	\$ 2,336.80	\$ 2,453.60	\$ 2,576.00	\$ 2,704.80	\$ 2,840.00
	Annual	\$ 57,865.60	\$ 60,756.80	\$ 63,793.60	\$ 66,976.00	\$ 70,324.80	\$ 73,840.00
COLLECTION WORKER II <i>Vacant</i>	Hourly	\$ 30.79	\$ 32.33	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30
	Bi-Wkly	\$ 2,463.20	\$ 2,586.40	\$ 2,716.00	\$ 2,852.00	\$ 2,994.40	\$ 3,144.00
	Annual	\$ 64,043.20	\$ 67,246.40	\$ 70,616.00	\$ 74,152.00	\$ 77,854.40	\$ 81,744.00
COLLECTION WORKER III <i>Vacant</i>	Hourly	\$ 34.01	\$ 35.71	\$ 37.50	\$ 39.38	\$ 41.35	\$ 43.42
	Bi-Wkly	\$ 2,720.80	\$ 2,856.80	\$ 3,000.00	\$ 3,150.40	\$ 3,308.00	\$ 3,473.60
	Annual	\$ 70,740.80	\$ 74,276.80	\$ 78,000.00	\$ 81,910.40	\$ 86,008.00	\$ 90,313.60
LEAD COLLECTION WORKER	Hourly	\$ 43.41	\$ 45.58	\$ 47.86	\$ 50.25	\$ 52.76	\$ 55.40
	Bi-Wkly	\$ 3,472.80	\$ 3,646.40	\$ 3,828.80	\$ 4,020.00	\$ 4,220.80	\$ 4,432.00
	Annual	\$ 90,292.80	\$ 94,806.40	\$ 99,548.80	\$ 104,520.00	\$ 109,740.80	\$ 115,232.00
OPERATOR-IN-TRAINING <i>Vacant</i>	Hourly	\$ 27.82	\$ 29.21	\$ 30.67	\$ 32.20	\$ 33.81	\$ 35.50
	Bi-Wkly	\$ 2,225.60	\$ 2,336.80	\$ 2,453.60	\$ 2,576.00	\$ 2,704.80	\$ 2,840.00
	Annual	\$ 57,865.60	\$ 60,756.80	\$ 63,793.60	\$ 66,976.00	\$ 70,324.80	\$ 73,840.00

POSITION		MIN	STEP B	STEP C	STEP D	STEP E	MAX
		STEP A	5%	5%	5%	5%	STEP F
TREATMENT PLANT OPERATOR I <i>Vacant</i>	Hourly	\$ 36.43	\$ 38.25	\$ 40.16	\$ 42.17	\$ 44.28	\$ 46.49
	Bi-Wkly	\$ 2,914.40	\$ 3,060.00	\$ 3,212.80	\$ 3,373.60	\$ 3,542.40	\$ 3,719.20
	Annual	\$ 75,774.40	\$ 79,560.00	\$ 83,532.80	\$ 87,713.60	\$ 92,102.40	\$ 96,699.20
TREATMENT PLANT OPERATOR II	Hourly	\$39.16	\$41.12	\$43.18	\$45.34	\$47.61	\$49.99
	Bi-Wkly	\$3,132.80	\$3,289.60	\$3,454.40	\$3,627.20	\$3,808.80	\$3,999.20
	Annual	\$81,452.80	\$85,529.60	\$89,814.40	\$94,307.20	\$99,028.80	\$103,979.20
TREATMENT PLANT OPERATOR III	Hourly	\$44.50	\$46.73	\$49.07	\$51.52	\$54.10	\$56.59
	Bi-Wkly	\$3,560.00	\$3,738.40	\$3,925.60	\$4,121.60	\$4,328.00	\$4,527.20
	Annual	\$92,560.00	\$97,198.40	\$102,065.60	\$107,161.60	\$112,528.00	\$117,707.20
CHIEF PLANT OPERATOR	Hourly	\$56.18	\$58.99	\$61.94	\$65.04	\$68.29	\$71.70
	Bi-Wkly	\$4,494.40	\$4,719.20	\$4,955.20	\$5,203.20	\$5,463.20	\$5,736.00
	Annual	\$116,854.40	\$122,699.20	\$128,835.20	\$135,283.20	\$142,043.20	\$149,136.00

All positions are full-time hourly, unless otherwise noted.

New employees will generally be hired at Step A unless it can be demonstrated that, based on the inordinate qualifications of the prospective employee, advanced salary placement is warranted. In no event can the District Manager hire in beyond the mid-point of the range without the express approval of the District Board.

Upon successful completion of the introductory period, an employee will be moved to subsequent steps within their salary range based upon "merit" tied to performance evaluation.

Annually the Board will consider a Cost of Living Adjustment (COLA). If the COLA is approved, the step and range plan will be automatically adjusted accordingly. Therefore, an employee may receive both a step adjustment based upon "merit" and a COLA in any given year until the employee reaches Step F. Upon reaching Step F, the only salary adjustment will be the Board-approved COLA until the employee is eligible for longevity pay increases.

~~*Upon the anniversary of the 10th, 15th and 20th years of service.~~

Longevity Pay will be awarded in 2.5% increments when the employee has completed 10 years in the same position or 15 years of overall employment; increasing 2.5% every 5 years thereafter. See Employee Handbook for additional details.

Standby Pay: Standby Pay shall be \$60 per weekday, \$70 per weekend, and \$80 per holiday.



CAYUCOS SANITARY DISTRICT STAFF REPORT

AGENDA ITEM:

10

TO: BOARD OF DIRECTORS

FROM: DAVID ATHEY, DISTRICT MANAGER

DATE: MAY 21, 2026

SUBJECT: DISCUSSION AND REVIEW OF THE CALPERS RETIREMENT PENSION UNFUNDED ACCRUED LIABILITY

BACKGROUND

This staff reports consists of a presentation and verbal update to the Board on the District's Unfunded Accrued Liability (UAL).

ANALYSIS

Staff is presenting this update to inform the Board about the UAL and future options to address the UAL. The California Public Employees Retirement System UAL is the gap between the total future pension benefits owed to employees under their CalPERS plan and the current assets (plus expected investment returns) available to cover those benefits. The District's total Pension Liability is \$3.6 Million and total District Pension Assets are \$2.7 Million. Therefore, the District's UAL is currently \$940,000. The District's UAL accrues interest at 6.8%. If paid off over the 20-year amortization period, the cost of the UAL will be \$526,000. The verbal update will include potential options for addressing the UAL to minimize fiscal impacts on the District.

FISCAL IMPACT

There is no fiscal impact related to this Board Informational item update.

CEQA

Staff finds that this action is not a project under the California Environmental Quality Act pursuant to State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

RECOMMENDATION

Staff recommends that the Board of Directors receive and file this report.

ATTACHMENTS

None.